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ARRIVAL/DISMISSAL Procedures

August 17, 2023

Parents/Guardians:

On the first two days of school, we will allow parents to access the building to drop off supplies and become acquainted with the school layout. Arrival/Dismissal procedures will be implemented beginning **Monday, August 21, 2023**, to ensure the safety and security of the students and staff at Bent Tree Elementary. The following are the procedures:

Morning Arrival/Supervision

- **Parents are not permitted to drop off students at their classrooms.**
- Parents who drive students to school will use the drop off lane in front of the school. The movement in this lane **should be continuous**. Drivers should only stop long enough to safely allow passengers to disembark. **Parking in this area is not permitted.**
- Parents who walk students to school will drop off students at the front of the school.
- Kindergarten and First Grade students will report to the patio area starting at 8:00 a.m. escorted by BTE staff members.
- Students in grades 2-5 will report to the PE Shelter starting at 8:00 a.m. or the cafeteria if they are going to eat breakfast.
- Pre-K and Explorer Program will report to the cafeteria.
- Bent Tree staff members, as well as Safety Patrols, will be located throughout the campus to assist student who arrive late.
- Parents of students in the Explorer Program will enter the faculty parking lot and drop of their student by the side of the cafeteria.

Breakfast

- **Parents are not permitted in the cafeteria for breakfast.**
- The building will open at 7:45 am for students to proceed to the cafeteria if they are going to eat breakfast.
- Breakfast will only be available for students.
- Before School Care will continue to operate during their regularly scheduled times 7:00 am- 8:20 am. Only Before School Care students will be permitted into the building prior to 7:45 am.

Dismissal

- PK parents will pick up their child at 1:50 p.m. through the circular driveway. (Faculty parking lot)
- Parents of students in grades K-1 will remain in their vehicles while in the Pick up Lane in front of the school at 1:50 p.m.
- Parents of students in grades 2- 5 will remain in their vehicles while in the Pick up Lane in front of the school. Children will be taken to their appropriate vehicle. The movement in this lane **should be always continuous**. Drivers should only stop long enough to safely allow children in the vehicle at 3:05 except Wednesdays which is at 1:50 p.m.
- Only on **Wednesdays, all dismissals for PreK- 5th grade students will be at 1:50 p.m. Parents will remain in their vehicles.** Children will be taken to their appropriate vehicle. The movement in this lane **should be always continuous**. Drivers should only stop long enough to safely allow children in the vehicle.

All students must be picked up by 1:50 p.m. (PreK-1st grade) or 3:05 p.m. (2nd-5th grade).

The safety of our Bent Tree Elementary students is everyone's job. If students are to be kept safe, everyone (parents, staff, and students) must cooperate by following all school procedures and being always patient and cautious. **It is important to understand that there is no supervision for students prior to 7:45 am when the building opens for breakfast, unless your child is enrolled in the Before School Care Program. Please remember to use crosswalk when crossing the street.**

As always, your cooperation and support are greatly appreciated during this time of transition to a safer and more secure Bent Tree Elementary School.

Sincerely,

Emily Falcon, Principal