

Arrival and Dismissal Procedures

It is of great importance that Longwood School be a safe place for your student. Every effort is made to supervise and protect your student during these times. However, you may help by following the drop-off and pick-up procedures listed in the handbook.

Arrival/Dismissal Travel Arrangements Information Form

Parents were asked to complete a Student Arrival and Departure Information form. The office can be a busy and confusing place before and after school. We want to make sure that every student gets to and from school safely each school day. Having a regular meeting place for siblings and a regular routine not only ensures everyone's safety, but also makes students feel more comfortable. Please provide us with this form indicating travel arrangements for your child both to and from school.

Your child will be classified as a walker, bus rider, daycare van, or parent pick-up by car. Once we have established your designated travel, you must notify your child's teacher in writing each time a change is made from that routine. If the routine changes, please make the teacher and office aware of the changes. **NO CHANGES WILL BE MADE WITHOUT WRITTEN OR VERBAL REQUEST FROM THE PARENT.**

Parents must notify the office of any daily changes (via note or phone call) PRIOR to 3:00 pm. No students will be dismissed early between 3:00pm and 3:35pm. If we do not hear from a parent, we *will not* accept a child's word for a change in routine. Children often get the facts or days mixed up. Thank you for your cooperation in this matter. Our rules are for the safety of your children.

Student Arrival Procedure

- Students should arrive by 9:10 on Wednesdays and 9:00 am on other school days. Students may enter the building beginning at 9:00 a.m. on Wednesdays and 8:50 a.m. on other school days when the first bell rings. **Students are not to arrive before the first bell. Please note there is no supervision prior to first bell.** (Special early morning intramural programs, band, orchestra, chorus, and day care will continue as usual.)
- Students will enter the building immediately upon arrival and proceed to their assigned waiting area after the first bell rings. Students may enter the main doors or the playground doors.
- Special education buses will drop off students at the far west end of the circle drive.
- Attendance will be taken at the start of the day. Be sure your student is here and ready to learn on time. Students must be in their classrooms and ready to learn when the bell rings. We will delay attendance in the event inclement weather slows the arrival procedure.
- Buses will unload at the middle circle drive and students will be escorted across the crosswalk into the building. Buses are to **turn right only** when exiting the driveway.
- Parents and daycare vans should drop students off in the long circle drive. Cars and vans are to **turn right only** when exiting the driveway. Due to safety, students should not be dropped off or picked up on the street or at the intersection. Please pay special attention to the NO PARKING zones during drop off times.

Everyone walking to school must cross the street at marked crosswalks with the crossing guard. Please help us teach your child how to remain safe and use the crosswalks.