

## A.M. / P.M. Procedures for River Place Elementary

The following is **EXTREMELY IMPORTANT INFORMATION** and we ask that you **read all sections carefully**. These procedures are in place to ensure the safety of ALL our students during these busy times of the school day.

### MORNING PROCEDURES:

- Doors are **unlocked** to the school building at **7:25 A.M.** There is NO SUPERVISION for your child prior to this time. If you arrive earlier than 7:25 A.M., please wait with your child until the doors are unlocked.
- Students proceed **directly to their classrooms** to begin their morning routines assigned by their teacher.
- **Breakfast** will be served between 7:25 – 7:35. They will be given until **7:40** to finish their food, and then will report to class by **7:45**.
- **SCHOOL BEGINS AT 7:45 A.M.** If your child is **not in the building** when the bell rings, they are **TARDY** and **MUST** be escorted by a **parent/guardian** and **signed in at the office** for a tardy slip. The front sliding doors are **locked at 7:45 A.M.** You will need to enter through the side door by the offices. Please do not leave campus without signing your child in!

### DROPPING YOUR CHILD OFF:

- Please proceed to the designated **parent drop-off area**. Pull up and wait for a staff member to open your door to help your child out. Please help expedite the flow of traffic by **making sure your child is ready to exit the vehicle** when you pull up. A lot of time is wasted waiting for backpacks to be found, etc. and this holds up the line. Please be considerate of others. Everyone is on a tight schedule in the mornings–**please allow enough time to get to school AND get through the line BEFORE 7:40 A.M.!**
- The doors at the parent pick-up are **locked at 7:50**. Until that time, someone on duty will write a tardy pass and the student will report to class. After **7:50**, you will need to go to the front of the school and sign your child in as tardy. Again, for security reasons, students are not to enter the building without a parent/guardian after the bell has rung.
- The **parking area in front of the school is NOT for parent drop-off!** This is the special needs bus lane, parking for office staff, as well as, substitutes and volunteers working on the campus that day. There should be **no out-going traffic** in this parking lot until after **8:00 A.M.** Visitors can park in the front parking lot between 8:00 A.M. – 2:30 P.M. Parents may park along the street and walk on the crosswalk to enter the building or park in the Parent pick-up parking lot and proceed to the front of the building. As always, when you enter the building, **be prepared to show photo I.D. and sign-in at the front office** to receive a visitor sticker.

### LATE ARRIVAL TO SCHOOL:

- If your child arrives at school **ANYTIME AFTER 7:45 A.M.**, they must be brought into the school by an adult and checked in.
- Students arriving between 7:45 A.M and 8:45 A.M. will be counted tardy. Students arriving **after 8:45 A.M. are considered ABSENT.**

### TRANSPORTATION CHANGES:

- It is **SCHOOL POLICY** that changes in transportation need to be made **BY 1:30 P.M.** You may send a note with your child or through via the internet on the River Place website under Parent Resources. Again, this is for the safety of ALL our students so they all get to where they need to be safely.

### LATE ARRIVAL/EARLY DEPARTURE PROCEDURES

- Send a note to the classroom teacher letting us know when the student will be leaving and where you are going.
- We will call the student to the office when the parent arrives, we will **NOT** pull the student out before you arrive.
- If you have an early morning appointment, make sure you get a note from your doctor/dentist and turn it in to the front office when you return.