










## Arrival and Departure Guidelines




### ENTRY AND DISMISSAL

-  The doors open for students to enter at 8:00 am. No one is to enter the building prior to 8:00 am. The official work day for teachers does not start until that time.
-  Walkers can be picked up starting at 2:10 pm. You are to wait at the cafeteria door next to the Main Entrance for the Walkers to be available. When you enter, you will sign out your child at the table by the door while the staff brings your child to you. Walkers will all be dismissed from the cafeteria door.
-  No parent is to past the main lobby during the morning entry or dismissal. If you need to see a teacher, report to the office and the clerk will call the room to see if they are able to meet. If they are able to meet, you will be given a visitor's pass. Dismissal is not a time when teachers are able to conference.
-  Breakfast is served from 8:00 am - 8:15 am. Instruction starts at 8:25. Any student entering the building after 8:25 am is tardy and should report to the Main Office to sign-in and receive a late pass.
-  You should only pick your child up from school early for an appointment or emergency. If there is an appointment or emergency, please come before 1:30 pm and sign your child out in the office. Students will not be released between 1:30 and 2:10 unless it is an emergency. If you come to school early to pick up your child, you will be asked to wait for their dismissal time.
-  As you wait for your child, it is against New York Education Law – Article 9, Section 409 to smoke on the “surrounding outdoor grounds” of a school. All of school indoor and outdoor property is smoke free.
-  Children will not be released to any person not known to be the legal parent or guardian of the child.

### BUS TRANSPORTATION

-  Please be aware that once the BPS Transportation Department has assigned a stop there are only two ways it can change.
  - A parent calls the BPS Transportation Department at 828-4895 and they change the stop and send a letter with the new stop and the effective date.
  - The school's Transportation Coordinator can fill out a Temporary Day stop form for an existing stop. The child must give the bus driver the form to get on the bus.
-  The student must take the bus they are assigned to ride unless a parent or guardian gives the school written notification (with a clear date and parent signature) of a change or contacts the school in the case of an emergency. These requests must be submitted to the Main Office first thing in the morning.

### VISITING SCHOOL #95 DURING THE DAY

-  Visitors must report to the Main Office to sign-in and must have a Guest Sticker affixed to their clothes.
-  If visitor wishes to go to a classroom, the School Clerk will first call the teacher in that room to clear the visitor to go to the classroom.
-  Visitors are to only go to the classroom or area of the school that they have signed in to visit.