

## PS9 Morning Arrival and Afternoon Dismissal Procedures 2018-2019

Our arrival and dismissal procedures will ensure the safety of our entire school community. It is essential that everyone follows the procedures as they are outlined below:

**ARRIVAL PROCEDURES:** Our school commences daily at 8:20 a.m.

- **Pre-Kindergarten Students:** Utilize stairs on St. Marks Ave and take the path which leads directly to their classroom doors (all doors are labeled.)
- **Kindergarten Rooms B1, B3, B5, B7, B19 & B21:** Utilize stairs on St. Marks Ave and enter through the door adjacent to the cafeteria (all doors are labeled.)
- **Grade 1 Students:** Utilize the stairs on St. Marks Ave and take the path which leads directly to the cafeteria. Students will assemble in their designated areas (all areas are labeled.)
- **Grades 2 & 3 Students:** Utilize the stairs on St. Marks Ave and take the path which leads directly to the cafeteria. Students will be escorted to the auditorium, and will be required to sit in their designated areas until their classroom teachers arrive.
- **Grades 4 & 5 Students:** Utilize the stairs on St. Marks Ave and take the path which leads directly to the big school yard, or enter through the rolling gates directly into the big school yard. Line-up begins promptly at 8:15 am in the big school yard. Students will be escorted directly to their classrooms on the 2<sup>nd</sup> floor by their classroom teachers.

**Morning Early Arrival:**

- Early arrival commences at 7:35a.m. for our breakfast program in the cafeteria
- Early arrival for **AM Exercise** with our Playworks Coach and Mr. Williams, our SAPIS Counselor, commences at 7:40a.m. in the school yard (During inclement weather it will be held in the gym.)
- Pre-K and Kindergarten students who arrive **BEFORE 8:20 a.m.** MUST report to the cafeteria and sit at the tables that are assigned to them. Parents are encouraged to bring Pre-K and Kindergarten students at 8:20am.

**Morning LATENESS:** ALL late students (those arriving **AFTER 8:25 am**) must enter through our main entrance on Underhill Ave, and proceed to their classrooms where they will be marked LATE by the classroom teacher. Students arriving **AFTER 9:30 a.m. MUST REPORT** to the main office for a late pass. This late pass MUST be given to the classroom teacher upon arrival to the classroom.

**DISMISSAL PROCEDURE\*\*:**

**Time:** Monday to Friday 2:40 pm

**Location:**

- **Pre-K:** Daily in classrooms
- **Kindergarten:** Daily in classrooms
- **Grades 1 & 2:** Daily in Auditorium
- **Grade 3:** Daily through Exit 10 Stairs E, through the playground to St. Marks Ave
- **Grade 4:** Daily through Exit 3/4 Stairs B to Bergen Street
- **Grade 5:** Daily through Exit 6/7 Stairs A to Bergen Street

**Afternoon Dismissal LATENESS:** ALL students who are NOT picked up on time will be brought to the auditorium and then finally to the main office so we may notify parents. ALL LATE students MUST be signed out in the black "Sign Out" binder in the main office.

**\*\*ALL Parents and Caregivers are asked to kindly signal to the staff member monitoring their child's class upon pick up in the auditorium. Our staff members will then acknowledge that the student is being picked up.**

**...ALL STUDENTS MUST ARRIVE TO SCHOOL AND BE PICKED UP ON TIME DAILY...**