

## Arriving/Leaving School

### Students' Arrival

Upon entrance into the school, all children proceed to their classrooms in the following manner:

- **Kindergarten** children will enter the school through the daycare entrance,
- Children with homerooms on the **top floor** will enter by the **main entrance**,
- Children whose classes are on the **ground floor**, will enter by the **door** under the “**overpass**”.

**Children may not enter the school building before the first bell at 7:45 am.** It is at this time that teachers begin their supervision. Children arriving before this time are unsupervised. For their own safety, children should not arrive before 7:45. Any child arriving before that time, who does not go to daycare, will wait on the walk-way to the front entrance

**Students must arrive at school at 7:45. Any child arriving after 7:45 will be considered late.** He/she must report to the office so we can remove his/her name from the list of absent students.

### Changes to a Student's Regular Dismissal Routine

Once your child's dismissal routine has been established (day care, school bus, pick-up/walkers), any changes to the routine must be forwarded to the teacher in writing. Without a written note from you we will not make the change, regardless of what your child tells us. There is too great a risk of the child being wrong.

If your child must **leave school early**, please write a note to your child's homeroom teacher to let him/her know at what time your child will be leaving. When picking up your child, report to the office to sign the early dismissal register. Your child will be paged if he/she is not already at the office waiting for you.