



ARRIVAL AND DEPARTURE

Because student safety and well being are an absolute priority at Parkers Prairie Elementary School, we believe it is extremely important to define and follow arrival and departure routines carefully. We need the help of all families in order to help us maintain a safe environment.

Arrival Routines

Although we will provide limited supervision in the cafeteria starting at 7:50, *the recommended arrival time for students is after 8:00*. This is when supervision is available on the playground as well as in the cafeteria and library. Because we realize it is impossible for all students to arrive after 8:00, additional options are available.

6:00 – 7:50 – Panther Kids Club Arrival – Students arriving during these times should enter the building with a parent and go directly to the Panther Kids' Club. All other students entering the building during this time need to enter through the main doors and report directly to the office.

7:50 – 8:00 - Early Arrival – Students are allowed only in the cafeteria at this time. Students should be dropped off at the main door (northeast) side of the building and go directly to the cafeteria. No playground, classroom, or library supervision is available at this time. At 8:00, when supervision is available, these students will be dismissed to the playground and/or can also visit the library to select books.

8:00 – 8:15 - General Arrival – Students arriving at this time have three choices. They may go to the cafeteria, the library, or the playground. These are the areas of the school where supervision is provided. Breakfast is served at 8:00.

8:15 – 8:20 – Start of the School Day – Students arriving during this time should go directly to their classrooms.

After 8:25 – Late Arrival – Students arriving after 8:25 are considered tardy and should report directly to the office before going to their classrooms for a tardy slip. Students who are in the building, but arrive at their classroom after 8:25 will also be counted tardy.

Special Note: Please understand that although we would like to be able to accommodate the unique schedules of every family, we do not have the supervision resources available to do this. Although some students may not require a high degree of supervision, **we cannot have any unsupervised students in our building in the morning**. If a student is consistently arriving at school before supervision is available (7:50) a family contact by the building principal will be made to discuss alternative arrangements.

Departure Routines

Leaving the Building

Students are dismissed to leave the building at 2:58. All students are expected to leave the building promptly and follow the arrangements that have been made with their caregivers. No students are allowed in the building after school without supervision.

Students Riding the Bus - At the close of the school day, students who ride the bus exit through the **northwest doors by the gymnasium** and board the bus on the north side of the school. If the busses are late, or are not ready to be boarded, students will wait inside the school in the hallway by the large gym until busses are in place.

Students Walking – Students who are walking to a destination in town should exit the school grounds by crossing with the help of a crossing guard. Walkers should exit the school according to the following guidelines:

North Walking Route – Exit through the northeast doors (by the office).

South Walking Route – Exit through the southeast doors (by the 6th grade).

West Walking Route – Exit through the northeast doors (by the office)

Students Getting Picked Up – Students who are getting picked up by a driver should exit the school through either the **northeast doors by the office or the southeast doors by the fifth/sixth grade classroom**. Parents who are picking students up are asked park in the front of the school on **McCornell**.

W. Oak Street is a NO PARKING zone. If parents are unable to park on McCornell and need to find an alternative location to park, we recommend that they leave their vehicle, meet the child on the school grounds, and walk with him/her to the car.

Students should only cross the street using the crosswalks.

Changes in After School Plans

We understand that from time to time circumstances arise that cause a change in after school plans for families. We want to help communicate that information to children. However, this is a practice that we need you to help us keep to an **absolute minimum**.

Calls from parents with changes in after school arrangements can create uncertainty and stress for students and staff, especially when they come late in the day. These messages also create interruptions to the instructional day.

You can help in the following ways:

- **PLEASE** communicate after school plans to students **BEFORE** school whenever possible.
- If you have an unexpected change in plans, **please call as early in the day as possible**.
- **After 1:00, ONLY emergency messages will be delivered**. Please don't ask us to make exceptions to this. This allows enough time to contact staff and students before the rush at the end of the day.

By working together in this way, we can make our school a safer and more stress free environment for students and staff.