

# Arrival and Dismissal Procedures

Please be reminded **NO BUS PASSES** will be accepted. We cannot allow changes to transportation plans without at least two weeks notice. You must submit all changes using the Transportation Request Form, and if approved, they will be considered permanent.

Should you need to pick up your student who normally rides a bus, you must sign them out through the elementary office prior to dismissal.

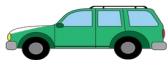


## **BUSES**

Students will exit the buses and enter the building at **7:45am** and go directly to their classrooms. At dismissal, buses will line up in front of the school. Students will be dismissed at **2:00pm** to load buses. Buses will depart by **2:08pm**.

## **CAREGIVER TRANSPORT**

There will be a loading/unloading only **drive-through Drop Off/Pick Up Zone** (the crosswalk area within the parking lot in front of the elementary school).



We **cannot allow parking at all** to walk your child to or from the building during arrival or dismissal.

Please pull up to the Drop Off/Pick Up Zone and *remain in your car*.

Please keep traffic moving in a safe, orderly manner. Do not park, and please move cautiously around other vehicles in line.

**There will be no staff supervision prior to 7:45am.** Please wait in line and have your child ready to exit quickly and safely when you pull up at the crosswalk, beginning at **7:45am**.

At arrival, staff members will be stationed at the crosswalk to safely escort your child across the traffic lane in front of the school.

Dismissal begins at 2:00pm. A staff member will escort your child across the traffic lane in front of school once buses are loaded. Your child may enter your vehicle when you pull up to him/her. Once buses have departed caregiver vehicles will be dismissed. Again, please do not park, wait, or move around other vehicles in line, even if you have your child in your vehicle.

## **WALKING AND BIKING TO SCHOOL**



The Village of Schoharie Police Department provides a crossing guard in front of the school from **7:40am to 7:55am** and at **2:00pm to 2:15pm**. The school provides a bike rack located outside of the elementary office, students must bring their own bike lock. Walkers and bikers are welcome to arrive at **7:45am**.

## **LATE ARRIVALS/EARLY PICK-UP**

***Please be on time.*** Should for any reason you bring your child in after **7:55am** you must sign them in through the main office. This will be an unexcused tardy unless you provide a note that aligns with our attendance policy. If you need to pick your child up prior to normal dismissal time please let the teacher know and come to the main office to sign them out.

