

Cook Hill School

Think You Can...Work Hard...Be Kind...



"Cougar Pride"

Jan Murphy, Principal

Phone: (203) 284-5400

School Hours: 9:10 - 3:35 (K-AM ends 11:55; K-PM begins 12:50)

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(SEE MAP ON REVERSE SIDE)

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PROCEDURES FOR ARRIVAL AND DISMISSAL TO SCHOOL

EARLIEST ARRIVAL TIME: 8:50 AM (There is no supervision before this time)

TARDY ARRIVAL- Anytime after 9:10 AM

DOORS LOCKED – ALL outside doors are locked at 9:10 AM for security reasons

DISMISSAL TIME: 3:35 PM

AM/PM "Walker" ARRIVAL – DROP OFFS

- ENTER and EXIT using the gym loop entrance
- Cars **REMAIN IN A SINGLE LINE** along the curb (see map)
- **NO PASSING** in left lane
- **ONCE IN THE LOOP**, students exit /enter using **RIGHT** side of vehicle closest to the sidewalk
- **PARENTS** remain in car, **DUTY** teachers assist as needed
- **WATCH** for students crossing from the parking lot
- **DUTY** teachers will clear you to **ENTER/EXIT** the loop
- **STUDENTS** enter building and proceed to classroom (line-up outside the room)
- **INSIDE DUTY TEACHERS** monitor and guide students
- **PM STUDENTS** will be dismissed from their classrooms

IF YOU ARE "PARKING" to DROP-OFF students

- **PARKING** is allowed in parking lot **ONLY**
- Parent **must accompany student** across the walkway
- Parents release student to duty teachers
- **DUTY** teacher/**PARA**'s guide students into building
- **STUDENTS** proceed to classroom (line-up outside the room)
- **INSIDE DUTY TEACHERS** monitor and guide students

BUS ARRIVAL/DISSMISSAL (ONE WAY – BUSES ONLY)

- Students **ENTER** using the kindergarten doors between 8:50 AM and 9:10 AM
- **DUTY** teacher/**PARA** guide students into building
- **STUDENTS** proceed to classroom (line-up outside the room)
- **INSIDE DUTY TEACHERS** monitor and guide students

PLEASE REPORT ANY SAFETY CONCERNS IMMEDIATELY TO A DUTY TEACHER OR THE BUILDING PRINCIPAL