

Pond Hill School

Procedures for Arrival and Dismissal to School

SCHOOL HOURS 8:55-3:20

EARLIEST ARRIVAL TIME 8:40 (There is no supervision before this time)

DISMISSAL TIME 3:20

AM DROP-OFF PROCEDURE

- Upon entering the school property take immediate right-hand turn.
- Stay in single line along the curb.
- Please do not get out of the car as there will be a line behind you.
- Have children exit the passenger side of your vehicle.
- Children will follow path to rear of the building for morning outside lineup.
 - For inclement weather students will enter in front and proceed to classrooms.
 - There will be adults on duty to assist this process.

PM PICKUP PROCEDURES

- Please park in one of the available parking spaces.
- Enter the building on the west side of building (see map).
- Please be prepared to sign out your child and show identification.
- Students will be dismissed directly to you so you can escort them to your vehicle.

BUS LOADING AND UNLOADING

- The main loop in front of the building is for busses only.
- Students will be dropped off on the front sidewalk in the morning where adults on duty will escort the children.
- Bus students will be dismissed to the gymnasium at 3:20 and adults on duty will walk every child directly to their bus.

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

Would you like to be a part of our practice bus run on August 30th?

Bus routes will be in The Record Journal on Saturday, August 28, 2010.

Routes will also be available on our district web site.

Elementary school students attending either a K-2 or 3-5 partner school will have bus transportation available on an elective basis on August 30, 2010. This is one day before school starts to make sure that your children are familiar with the bus stop time in the morning, the bus route and the school they will attend. Children in grades K-2 and in grades 3-5 will be picked up at the same time. Children will be able to participate in a dry run of the bus route they will take the first day of school. The bus will not let the children off the bus once they arrive at their school. The bus will do the entire bus route and go to the school which will be followed by returning students to their bus stop simulating the return bus route.