

# DSFC Arrival and Dismissal Procedures

## ARRIVAL AT SCHOOL

### **For Safety:**

- Our preference is for all children to enter the front door upon arriving at school.
- If you drop your child off by car in the morning, use the dropoff pickup lane down to the front door and pull up as far as you can along the front of the building.
- Children should only exit on the school side of the car, between the cones, onto the sidewalk.
- Drivers should remain in the vehicle. If you plan to exit the vehicle or enter the school with your child, pull into a parking space so that the traffic flow along the sidewalk is not obstructed.
- If you drop off your child(ren) at the upper parking lot on Bernardston Road, please ensure there are DSFC staff on the playground.
- Massachusetts has an anti-idling law prohibiting vehicles from idling unnecessarily. Engine exhaust can be very harmful to students and the environment. If your vehicle is expected to remain stationary then we ask that you shut off your engine.

**Before School Childcare:** Before School Care is available beginning at 7:30am. Prior to this time there is no coverage for students at the school. You must fill out a registration form, available at the school office, for your child to attend the program. The program supervisor will greet your child and take attendance. **There is no cost for this childcare.**

7:30 The Building Monitor will be at the front door to greet students.

8:00 Breakfast is served in the cafeteria. **Breakfast is free for all Greenfield students.** Parents and guardians are welcome to come in and sit with their child during breakfast. To help with morning transitions, please say goodbye at the cafeteria before your child goes to recess or to class. Children who do not eat breakfast at school will line up to go to recess upon arrival.

8:00 Supervised morning recess outside, or indoors on inclement weather days.

8:30 Students are walked to classrooms. The academic day begins at 8:30 with a Morning Meeting in each classroom. This is an important time for the classroom community to begin the day together, attend to morning routines, and review the daily schedule. Students who arrive at class after 8:30am are listed as TARDY and must get a slip from the office or Building Monitor to give to their teacher.

## DISMISSAL FROM SCHOOL

It is **IMPERATIVE** that we know your child's plan for the end of the day.

- Please complete and return the dismissal plan form at the beginning of each school year, and notify the office if there are any changes to your child's plan during the year.
- If your child's plan is different on different days of the week, please explain that in detail on the form.
- If you have a change for just one day, you **MUST SEND A NOTE** to your child's teacher that day, and he/she will forward it to the office. You may also call the school office and speak to the administrative assistant.

We can only dismiss a child to an adult who is listed by the parent/guardian as someone authorized to take the child from school. If someone other than a parent/guardian is picking up your child, provide written authorization by note or email. The adult picking up your child may be asked for identification if he/she is not familiar to the office staff. We do this to insure your child's safety.

If your child is always picked up in a vehicle, the driver will join the line in the driveway and **stay in the vehicle**. Vehicles will be queued to pull up to the end of the sidewalk in front of the gym. A staff member will see which children are needed, and call the child(ren) to exit the back gym door and enter the vehicle. Once that vehicle has pulled away, the next will pull up and those child(ren) will be called. It is important that drivers stay in their cars to keep the traffic flow moving. Our staff will assist with getting children safely into the vehicles. Please do not leave your vehicle engine idling if you are sitting for longer than a couple of minutes.

If you pick up your child on foot OR park on the street and walk down the sidewalk to meet your child(ren), the children will exit the front door with their teachers. You will go to your child or make sure your child's teacher is aware that their adult is there (High Five!) before walking off. The children and teachers will be grouped by grade levels on the sidewalk. If you would like your child(ren) to walk home unescorted, please provide a note stating they have permission to walk home on their own.

Children who ride the bus go to the library for dismissal, where attendance will be taken. Bus lines will be escorted by staff to the buses in the upper parking lot.

Children who go to the Greenfield Recreation After School Program (GRASP) will go to the cafeteria for dismissal. Any questions regarding GRASP should be directed to the Greenfield Recreation department at 413-772-1553.