

Arrival/Dismissal Procedures

Arrival Procedures

- Arrival gate assignments have been made for all classes based on the location of the classroom.
- Arrival begins at 7:45 am, it is **recommended that ONLY students participating in the free breakfast program or requiring early supervision arrive at this time (see times below).**
- Early arriving students will be directed by staff to the cafeteria (for breakfast), PE shelter, and basketball court depending on space availability.
- Parents of all other students are encouraged to send students **after 8:20 am** for grades **Kindergarten and 1st grade**, and after **8:25 am** for students in **2nd-5th grade**. These students will go directly to their classrooms. Staff will be available to assist students.
- Teachers will pick up students from the cafeteria/PE area is at 8:15 am for Kindergarten and 1st grade, 8:20 am for 2nd-5th grade.
- Prekindergarten students are to arrive no earlier than 8:20 am and will meet the teacher /paraprofessional at Gate 4. Breakfast will be available in the classroom as needed for these students.
- Parents dropping students off using a vehicle on Matilda Street are asked to drive North towards Oak Avenue and asked **not to leave their vehicle**. Students should exit the vehicle through the passenger door on the sidewalk side of the car. School staff will be available to assist students.
- Students arriving after **8:35 am** are tardy and **must enter thru Gate 1**.

Dismissal Procedures

- Dismissal gate assignments have been made for all classes based on the location of the classroom.
- Parents Dismissal Tickets will be issued to families to show staff from a distance when they pick up a child or to be placed in car windows.
- **Parents arriving by car are being asked not to leave their vehicle** and drive North on Matilda Street towards Oak Avenue. Dismissal tickets are to be displayed in the car windows.
- Prekindergarten students will be dismissed at 1:55 pm daily.
- Kindergarten and 1st grade students will be dismissed daily at 2:05 pm, except Wednesday, when students will be dismissed at 1:55 pm.
- Students in 2nd and 3rd grade will be dismissed daily at 2:55 pm, except Wednesday, when students will be dismissed at 2:00 pm.
- Students in 4th and 5th will be dismissed daily at 3:05 pm, except Wednesday, when students will be dismissed at 2:05 pm.
- Students who are picked up before dismissal will meet their parent at the outdoor security desk, where the sign-out book will be located. Please remember, as per MDCPS policy, students may not be signed out in the last 30 minutes of the instructional day.
- Students participating in the Aftercare Program from Kindergarten and 1st grade will be picked up from their assigned gates. Students in grades 2nd-5th will meet program leaders in the courtyard adjacent to Gate 1.
- Any students who remain after dismissal will be supervised in the courtyard by Gate1. The parent/guardian will be required to sign the late pick-up form.

Arrival/Dismissal Gates

Gate 1

Kg Ms. Greene (Rm. 1)
1st Ms. Paredes (Rm. 3)
2nd Ms. Wellbeloved (Rm. 8)
4th Ms. A. Perez (Rm. 11)
4th Ms. E. Burns (Rm. 12)

Gate 2

1st Ms. Tingle (Rm. 4)
1st Mr. Smith (Rm. 5)
2nd Ms. Morales (Rm. 10)
4/5 Ms. De Cardenas (Rm. 13)
4/5 Ms. Davis (Rm. 14)

Gate 3

Kg Ms. Ramos (Rm. 15)
1st C. Burns (Rm. 16)
3rd Mr. Diaz (Rm. 1205)
5th Ms. Medina (Rm. 1208)
4th Ms. Raposo (Rm. 1209)

Gate 4

Pk Jurado (Rm. 20)
Kg Ms. Hernandez (Rm 19)
Kg Ms. Granger (Rm. 18)
2/3 Arsham (Rm. 1204)
2/3 Kihm (Rm. 1206)