

TKP 2021-2022  
Arrival and Dismissal Procedure

Arrival Procedures	<p>Pre-K:</p> <ul style="list-style-type: none"> <li>→ Students will arrive and be dropped off by a guardian to Ms. Rosa and/or Mrs. Moreno in the front near Door 2.</li> <li>→ Students will be walked into the building by the preschool staff and parents will not be able to enter the building.</li> <li>→ All pre-school students should be dropped off between 7:55 AM-8:00 AM.</li> </ul>
	<p>Kinder:</p> <ul style="list-style-type: none"> <li>→ Bus Students <ul style="list-style-type: none"> <li>◆ All students will need their ID's in order to ride the bus, they will not be allowed on the bus without their ID.</li> <li>◆ Will arrive between 7:20am and 7:40am</li> <li>◆ They will be supervised by ESP and participating in a walking club outside or in the gym during inclement weather days.</li> <li>◆ At 7:40 students will be walked to the kindergarten doors by ESP staff and dropped off to the teachers.</li> </ul> </li> <li>→ Walkers and Drop Off <ul style="list-style-type: none"> <li>◆ There will be no outdoor supervision until 7:40am. Students will need to be dropped off between 7:40 and 7:45. Students will walk right to the kindergarten doors (Door 2) and be let into their classrooms by their teachers.</li> <li>◆ Families will hug their kiddo at the door and allow the teachers to escort their students into the school.</li> </ul> </li> </ul>
	<p>1st-5th</p> <ul style="list-style-type: none"> <li>→ Bus Students <ul style="list-style-type: none"> <li>◆ All students will need their ID's in order to ride the bus, they will not be allowed on the bus without their ID.</li> <li>◆ Will arrive between 7:20am and 7:40am</li> <li>◆ They will be supervised by ESP and participating in a walking club outside or in the gym during inclement weather days.</li> <li>◆ At 7:40am students will be allowed to enter through the <u>main entry front doors</u> into the building and go straight to their classrooms</li> </ul> </li> <li>→ Walkers and Drop Off <ul style="list-style-type: none"> <li>◆ There will be no outdoor supervision until 7:40am. Students will need to be dropped off between 7:40 and 7:45.. Students will enter through the <u>main entry front doors</u> starting at 7:40am and go straight to their classrooms.</li> </ul> </li> </ul>
	<p>Middle School</p> <ul style="list-style-type: none"> <li>→ Bus Students <ul style="list-style-type: none"> <li>◆ All students will need their ID's in order to ride the bus, they will not be allowed on the bus without their ID.</li> <li>◆ Will arrive between 7:20 and 7:40am</li> <li>◆ They will be supervised by ESP and participating in a walking club outside or in the gym during inclement weather days.</li> <li>◆ At 7:40am students will be allowed to enter through the <u>playground back doors</u> into the building and go straight to their homeroom classrooms</li> </ul> </li> <li>→ Walkers and Drop Off <ul style="list-style-type: none"> <li>◆ There will be no outdoor supervision until 7:40am. Students will need to be dropped off between 7:40 and 7:45am. Students will enter through the <u>playground back doors (7)</u> starting at 7:40am and go straight to their classrooms.</li> </ul> </li> </ul>

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Dismissal Procedures	<p>Pre-K:</p> <ul style="list-style-type: none"> <li>→ Students will be dismissed by the preschool staff and brought to the front of the school to be released to parents/guardians at 2:30pm (<i>1:40pm on Early Release days</i>).</li> <li>→ Parents and guardians will not be able to enter the building to pick up their students.</li> </ul>
	<p>Kinder:</p> <ul style="list-style-type: none"> <li>→ Bus Students: <ul style="list-style-type: none"> <li>◆ All students will need their ID's in order to ride the bus, they will not be allowed on the bus without their ID.</li> <li>◆ Will be dismissed to the gym promptly at 2:45pm (<i>1:35pm on Early Release days</i>).</li> <li>◆ They will be supervised by ESP staff in the gym, and stay with their bus groups.</li> <li>◆ A supervisor outside will radio to the gym when a bus is entering the parking lot.</li> <li>◆ Gym staff will ensure they have all the students for that bus route, and escort those students to the bus when their bus arrives.</li> </ul> </li> <li>→ Walkers and Pick-up: <ul style="list-style-type: none"> <li>◆ Kindergarten students stay in the class and will be released to a guardian or sibling at 2:55pm (<i>1:40pm on Early Release days</i>) at Door #2.</li> </ul> </li> </ul>
	<p>1st-5th:</p> <ul style="list-style-type: none"> <li>→ Bus Students <ul style="list-style-type: none"> <li>◆ All students will need their ID's in order to ride the bus, they will not be allowed on the bus without their ID.</li> <li>◆ Will be dismissed to the gym promptly at 2:50pm (<i>1:40pm on Early Release days</i>).</li> <li>◆ They will be supervised by ESP staff in the gym, and stay with their bus groups.</li> <li>◆ A supervisor outside will radio to the gym when a bus is entering the parking lot.</li> <li>◆ Gym staff will ensure they have all the students for that bus route, and escort those students to the bus when their bus arrives.</li> </ul> </li> <li>→ Walkers and Drop Off <ul style="list-style-type: none"> <li>◆ At 2:55pm the bell will ring and all students will leave and exit the building immediately. Students are not allowed to remain on school grounds. It is very important that students are not released before 2:55pm.</li> <li>◆ Outdoor supervision will help support getting students to their cars and across the street safely.</li> <li>◆ ESP support staff will be stationed to support safety.</li> </ul> </li> </ul>
	<p>Middle School:</p> <ul style="list-style-type: none"> <li>→ Bus Students <ul style="list-style-type: none"> <li>◆ All students will need their ID's in order to ride the bus, they will not be allowed on the bus without their ID.</li> <li>◆ Will be dismissed to the gym promptly at 2:50pm (<i>1:40pm on Early Release days</i>).</li> <li>◆ They will be supervised by ESP staff in the gym, and stay with their bus groups.</li> <li>◆ A supervisor outside will radio to the gym when a bus is entering the parking lot.</li> <li>◆ Gym staff will ensure they have all the students for that bus route, and escort those students to the bus when their bus arrives.</li> </ul> </li> <li>→ Walkers and Drop Off <ul style="list-style-type: none"> <li>◆ At 2:55pm (<i>1:45pm on Early Release days</i>), the bell will ring and all students will leave and exit the building through the <b>playground doors</b> immediately after school. Students are not allowed to remain on school grounds. It is very important that students are not released before 2:55pm.</li> <li>◆ Outdoor supervision will help support getting students to their cars and across the street safely.</li> <li>◆ ESP support staff will be stationed to support safety.</li> </ul> </li> </ul>

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