

Kings Chapel Elementary School

Drop off, Visitor, Checkout, and Dismissal Procedures

Student safety is our #1 priority at Kings Chapel. We must guarantee that your child will not have contact with unapproved adults and will always be transported home with the correct person every day. We also strive to operate school in an orderly and efficient manner while placing an emphasis on student learning during the day. Please note the following guidelines that will greatly assist us in accomplishing these goals. Your cooperation is essential and appreciated!

- **Dropping students off at school** - All students should be dropped off **before 8:30** each day. If you arrive after 8:30, your child is tardy to school. You must check your child in through the front office. Arriving early is the key to having your child unloaded, in class, and ready to start their day! Classroom instruction begins promptly at 8:30.
 - **Car riding students** - Pull to the end of the car rider line for unloading. Students should be ready to unload as soon as they arrive to keep the line moving quickly. Watch carefully for children and adults walking through the parking lot.
 - **Walk up students** - Park in the SIDE parking lot and walk with your child all the way to our front porch where they will enter the school. Allow your child to enter the school on their own. Watch carefully for traffic as you walk your child up each morning.
- **Visiting during the day** - All visitors to school must check in to the front office for a visitor's badge. Between 8:30-3:30, visitors must be "buzzed in" to the building from our vestibule. Parents/guardians are not allowed to visit classrooms during the school day.
- **Early Dismissal** - All early dismissals must be made prior to **3:00**. After **3:00**, students must be picked up or transported home in the regular fashion. Parents/guardians should be prepared to show a picture ID if picking up a student early from school.
- **Transportation Changes** - Student transportation home (bus, car, walk ups, ASP) is set at the beginning of the year. Any change in the transportation home of a student must be made to the front office prior to **3:00**. Transportation changes should not be communicated to the teacher but called into the front office staff. No changes to a student's transportation can be made after **3:00**.
- **Pick Up Cards** - Student specific pick-up cards with a three-digit number will be provided to all students and must be used when picking a child up. Approved persons picking up students in cars or in walk up must have their cards on display **EACH DAY** for us to make sure our students are being picked up by permitted adults. Those without pick up cards will be asked to park, report to the front office, and provide a picture ID.
- **Walk up Dismissal** - Walk ups must be picked up by 3:45. After 3:45, students will have to be picked up in the car rider line. Park in the SIDE parking lot and enter the cafeteria just inside the lobby to pick up your child. Persons picking up a child **MUST** have the school issued pick up card and check them out with staff on duty. Only students who are previously scheduled as walk ups can be picked up in this fashion. Watch carefully for traffic as you walk to and from the side lot.