



# David A. Perdue Primary

Kathy Gibbs, Principal  
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## Arrival and Dismissal Procedures 2022-23

We are excited about the 2022-23 school year! We want to ensure the safety of all our students, staff, and parents, so I wanted to make you aware of the arrival and dismissal procedures at David Perdue Primary School. I appreciate you taking time to read the procedures, so our arrival and dismissal is organized and safe for all of us.

### Morning Arrival:

- Students will be greeted at their car every morning between 7:45-8:30 a.m. Students will be allowed in the building at 7:45 a.m. each day. Please do not drop them off any earlier or before school personnel have opened the doors for the students to come into the building.
- Parents will need to remain in the car rider line until you reach the front doors. School personnel will be available to assist students getting out of the cars. Once the students enter the building, there will be a team ready to assist each child with getting to their classroom or the lunchroom for breakfast.
- For safety, parents will not be allowed to park their cars and walk their child to the classroom. Parents will be allowed to come in the office.
- The students will be allowed to eat breakfast between 7:45-8:20 a.m. each morning.
- If you arrive after 8:30 a.m. we ask you to park, walk your child into the office, and check them in with the office staff. Children are marked tardy when the bell rings at 8:30 a.m.

### Afternoon Dismissal:

- During Meet and Greet, please tell your child's teacher how your child will go home the first day and each day after. Sometimes transportation changes occur after the first day because you enjoy picking them up on the first day. Make sure your child's teacher gives you your carpool tag, so you have it for the first day of school.
- Dismissal begins at 3:30 p.m. **Students should be picked up no later than 3:50 p.m. each day.**
- If students are not picked up by 3:55 p.m. they will be placed in the After School Program. You will be responsible for paying the registration and daily fees.
- For the safety of all children, please have your carpool tag visible for school personnel to read it. If you forget the carpool tag, you will need to park and walk inside to check your child out from the front office. If you have to come inside to check the student out, please bring identification, so we can confirm you are the parent or on the pick-up list. We will not release children without checking identification.
- Please do not use cell phones while in the carpool line and make sure your child is buckled in a car seat or seatbelt.
- If you need to change how your child will go home, we ask a couple of things. Class Dojo or email your child's teacher **the day prior** or communicate the change to the front office by 3:00 p.m. if changes occur same day. The office begins getting ready for dismissal at 3:00 p.m., so we want to make sure to change the transportation in our dismissal platform and let the classroom teacher know the change in a timely manner.
- Since we prepare for dismissal at 3:00 p.m., we will not allow early dismissals after 2:45 p.m.

**Safety is our number one priority when transitioning students from one location to the next. Thank you so much for your support to ensure these guidelines are followed this year. We look forward to a great school year!**

Student Name (Printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_