

# Safety First - Arrival & Dismissal



Hanscom Primary School - 2011-2012

## Safety is our top priority!

Please be aware of these important procedures that will help keep our children safe. Thank you for your cooperation in ensuring our children's safety.

### Arrival Safety

- The school day begins at 8:00 a.m. If your child arrives after 8:00, he or she should be dropped off and sign in the front lobby to collect a late slip. Children arriving after 8:00 will be considered tardy. Morning routine is very important to prepare children for learning. Please make every effort to get your child to school on time.
- Keep parking lot lanes passable at all times. They always need to be accessible for emergency vehicles.
- Drive SLOWLY in parking lot.
- Follow the proper direction arrows and signage.
- Discuss proper crossing techniques with your child. Please remind your child to never walk through the parking lot.
- If your child must be absent from school, please call the main office and let us know.

### Parent Drop-Off

- You can drop off your child in parent drop off line in front of school (see map). You must use the pick up/drop off lane and stay with your vehicle for safe pick up. If you need to enter the school for pick up, please park your car in a legitimate space in the lot or on the road and walk into the building. Do not park or leave your car. Do not begin a double line. Please keep the line moving to create space for other drop offs.

- During inclement weather, students can enter the building through their grade level entry door.

### Visitor & Volunteer Sign-In/Sign-Out

- When coming into school all visitors must enter through the front doors and sign in at the main desk. Visitor or Volunteer buttons will be issued to be worn while in the building. The side doors are locked after students arrive.
- If you are picking your child up early for an appointment, you must sign in at the main desk. The secretary will call the student in his/her classroom and your child will meet you in the lobby.
- If you are volunteering in the school, you must complete a CORI form in the main office.
- All volunteers should sign in and out in the front lobby.
- All classroom visitors and volunteers must wear a visitor's pass at all times. Faculty and staff have been asked to direct you to the main office if you are in the building without a pass.

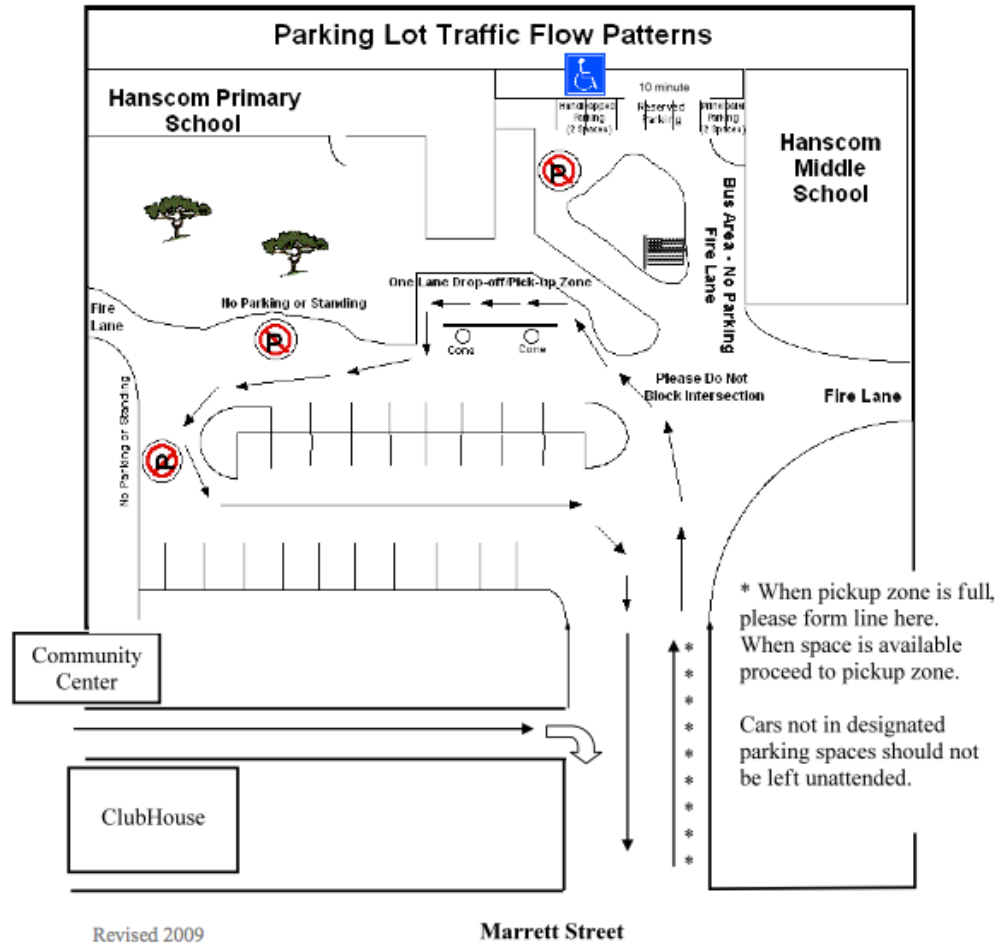
### Contact Information

Main Office: 781.274.7721

Health Office: 781.274.7723

Student Services: 781.274.6178

# PARKING LOT FLOW



## Dismissal

- Dismissal is at 2:50 on Monday, Tuesday, Thursday and Friday. Dismissal on Wednesdays is at 12:35.
- Any changes in student dismissal routines should be submitted in writing and put in student folders for teachers to collect in the morning. If you forget to send a note, please call the office.
- If your child needs to leave school before the end of the day, you must come in to the main desk to sign him/her out.
- Kindergarten students can be picked up after dismissal outside the main lobby entrance.
- Parents can meet grade 1-3 students outside their grade level doors at dismissal.

## Bus Procedures and Safety Rules

While riding a field trip bus, it is expected that students will:

- Respect the bus driver and fellow students
- Use quiet voices
- Stay in their seats while the bus is in motion
- Follow the directions of the bus driver

## New to Hanscom Primary School?

No worries. On the first days of school, teachers will be outside directing families to their appropriate outdoor line-up location. If you are new to the school after the first week of school, you and your child/children can report to the main desk on the first day and your child/children will be escorted to his/her classroom.