

Panorama Elementary School

Arrival and Dismissal Plan

School Hours for Students are 7:45 a.m. to 1:55

ARRIVAL

No Student should report to school prior to 7:30 a.m. as there is no supervision for his or her safety until this time. Students/parents should line up in front of the school at the main entrance doors. Students may enter the building at 7:30 a.m. **It is very important for all students to come to school on time every day.** Students should be in their seats and ready to learn before or at 7:45 a.m. Parents are encouraged to let children enter the school building independently.

LATE ARRIVAL

Children who arrive after 7:45 a.m. are tardy and must report to the office for a late slip. A note must accompany your child to explain the reason for the tardiness. This late slip admits them to class and removes their name from the absence list for the day. Parents/guardians of students who are continually tardy will be asked to provide proof of residence. Tardiness interrupts the instructional time.

A crossing guard is stationed at Callaway Street and 23rd Parkway daily Monday-Friday.

INSTRUCTIONS FOR CAR RIDER DROP OFF:

Parents should not drop off their children before 7:30 a.m. The bus lanes and circles will be blocked until after all buses have arrived. Cars should follow the following procedures when dropping off their children:

1. Stay in one line on the main drive.
2. Once turning into the parking lot, create two lanes between 7:30 – 7:40 a.m. After 7:40 a.m. there will no longer be staff supervision and only one lane should be used.
3. No parking along the yellow curbs or in drop-off area.
4. Parents should follow the direction of the posted staff members directing traffic.
5. Students should exit vehicle upon staff member's direction.
6. If parking, parents must park in a parking spot and not along a curb. Only parents with a handicap sticker should use handicap parking spots.

DISMISSAL

Afternoon announcements begin at 1:55 p.m., when dismissal begins.

1. Patrols dismissed to their posts.
2. Aftercare dismissed to the Media Center.
3. Car Riders/Walkers dismissed to the small play yard by the parking lot.

4. Buses will be dismissed as they arrive. The bus numbers will be posted on the television.

Children that are picked up by an after care service will be dismissed from the Media Center. Students may not return to class for items or materials after dismissal.

Late pick-ups will be supervised in the main office. The teacher/secretary will contact the parent to inform them that their child is waiting in the main office and must come into the building to sign them out once they arrive.

No child may be picked up by Uber, Lyft, or Taxi.

If a child is to be dismissed to a different location, parents must send a note indicating the date and the change to take place. A child may not visit another child's home after school or be transported by a person not in your family without prior written parent approval. This rule is for all children's safety. If a student does not bring a note to school, we will insist that he/she follow the normal dismissal routine. Verbal permission will not be accepted. Once a student has boarded the bus, the student will not be removed from the bus. If you do not wish for your child to ride the bus on a particular day, you must send a note with your child.

Reminders to students for dismissal:

- Remember the items and materials which must be taken home, and have them ready. You may not return to the room after dismissal.
- Walk quietly in the hallway during dismissal. Do not run, yell, or cause a disruption as you proceed to your dismissal area
- Go directly home – You may not remain on school property unless you are involved in a supervised activity.

Early Dismissal

We encourage you to schedule appointments after school hours. Occasionally, you may have to check your child out of school to go to the doctor or dentist. If you must do this, the child must be signed out of the Main Office before 1:30 p.m. There are no early departures between 1:30 p.m. and 1:55 p.m. This interferes with instruction and safety of our students. For your child's safety, the teachers will not release a child until the office calls for the child. Students will not be allowed to sit and wait in the office. For safety reasons, appropriate ID is required.

REMEMBER, ALL VISITORS MUST SIGN-IN IN THE MAIN OFFICE. THIS IS FOR THE SAFETY AND PROTECTION OF ALL OF YOUR CHILDREN.

Parents are asked to send a note to the child's teacher. The note will be given to the school office for verification. No verbal authorization to remove a child from the premises will be

accepted. Parents must update their emergency contact list annually, or as needed to include all authorized adults who may remove the child from the premises.

When arriving to pick up children for early dismissal, parents must report to the main office. Every adult that wishes to pick up a child from school must show a valid government issued picture ID. There will be no exceptions.

Parents/guardians will sign the child out in the Early Dismissal Log. Office staff will notify the teacher that you have arrived and your child will meet you in the main office. If a child is being picked up by an adult outside the family, that person must be a designated on the child's Family Emergency Card or have a note from the parent or guardian on record, and they must show a valid government issued picture ID. This precaution is in the interest of maintaining your child's safety.

Unless the office has been notified in writing, no changes will be made to a student's regular dismissal routine.