

August, 2014

As we begin the new school year, I wanted to share the details of the BFCCPS Arrival and Dismissal procedures. It is essential that we work together to ensure a safe and efficient process by following these guidelines.

### **ARRIVAL**

Morning Care is offered to families for a fee each day in the BFCCPS Art Room From **7:30-8:45am**. Students in grades K-4 must be accompanied into the building to the Art Room and signed into Morning Care by an adult. Please do not drop students off in the courtyard prior to 7:30, as there is no adult supervision until 7:30 am.

Vehicles should enter through the **Pleasant Street entrance from 7:30-8:15am** and drop students off at the ramp entrance to the school.

Students in grades 6-8 that take the bus will be dropped off at school at 7:30 am. These students must proceed to Morning Care in the Art Room and check in with the Morning Care Coordinator. If a student is participating in a morning activity, such as band or chorus, they may proceed directly to their activity and check in with an adult.

**Students in grades 6-8 may arrive to school beginning at 8:00am.** Students are supervised in the BFCCPS courtyard until the start of their school day at 8:15am.

Arriving past 8:15am is late and is recorded as a tardy. Students must report to the Main Office, sign in, and bring a Tardy Pass to their teacher.

**Students in grades K-5 may arrive at school at 8:45 am.**

Vehicles should enter the **BFCCPS parking lot through the Queen St. entrance from 8:30-9:00am** and drop students off in the marked Unloading Zone. Please do not permit students to exit your vehicle until you have reached this area. Students walk along a roped off path to the ramp entrance of the school.

Arriving past 9:00am is late and is recorded as a tardy. An adult must accompany a tardy K-5th grade student into the Main Office and sign them in.

### **DISMISSAL**

**Parents are asked to not dismiss their children from school between 2:45 and 3:00pm.** Dismissal begins promptly at 3:05pm. At the end of the day our students, teachers and staff are focused on bringing closure to the days events and preparing for a calm dismissal.

If a change is required in your child's normal dismissal, please notify the Main office in writing or verbally by 12:00pm on the day of the change.

#### **BUS DISMISSAL**

BFCCPS is the third tier for the district public school buses in Franklin which means our students are picked up last. Bus dismissal begins when the buses begin to arrive at approximately 3:10pm. We utilize the BlackBoard communication system to communicate to parents any delays or issues with busing as soon as we are made aware of them.

BFCCPS also buses to various local after school programs. Bus questions should be directed to Deb Schwab, the Operations Support Coordinator (508.541.3434. ext 103).

BFCCPS is bound by the transportation rules set forth by the transportation company. Students are only allowed to take a bus that they are districted to take, or for consistent and pre-arranged day care situations. It is not permissible for students to take a bus for the purposes of a playdate.

#### EXPRESS DISMISSAL

Express dismissal begins at 3:05pm. Express line vehicles should enter through the Queen St. entrance to the school.

Parents using Express dismissal should request a laminated tag with their last name on it to easily identify their vehicle. This year students will wait alphabetically with their carpool to help facilitate an efficient and safe dismissal.

Express line participants must follow the direction of the staff working to help load students into cars safely.

Parents and students are not permitted to cross the express line during express dismissal. All foot traffic must move around the express line.

We ask that for the safety of all students, parents, faculty and staff members, parents in the express line please refrain from using their cell phones during express dismissal. It is important for student safety that everyone is focused on the instructions from the staff and student movement.

Only students being picked up in the express line, and students walking home from school are allowed to leave during express dismissal. If a student is walking home from school, and chooses to leave when express line is called, we ask that the student promptly walks home, and does not stay in the express line or the courtyard.

#### COURTYARD DISMISSAL

Courtyard dismissal begins at approximately 3:15pm when the express line is done.

**Parents and students will not be allowed to cross the express line into or out of the parking lot during express dismissal.** Parents who would like to wait in the courtyard for courtyard dismissal should arrive prior to 3:05pm or will be required to walk and enter the courtyard via a path that does not cross the express line.

**No dogs are allowed in the courtyard during courtyard dismissal.**

Parking is limited during dismissal. Parking along Pleasant St. between the BFCCPS Parking lot Entrance and Exit is not allowed. Vehicles parked here during dismissal block the view of cars exiting the BFCCPS lot causing a safety hazard and slowing down dismissal. Some limited parking may be available in the BFCCPS parking lot. Parking is recommended along the tree line near the playground and along Queen St.

Thank you for your help in making Arrival and Dismissal a safe time for our families.