

**Sleepy Hill Elementary
Policies & Procedures
August 24, 2007**

Student Hours -Hours 7:30 – 2:20

Class Begins 7:55 - Tardy Bell 8:05

Breakfast 7:30 – 8:00 AM

(There is not supervision before 7:30 so please do not drop children off before 7:30.)

Staff Hours - 7:25 – 3:10

Office Hours – 7:30 – 4:00

Dismissal Times

2:10 – Pre-K

2:15 - Car Riders

2:20 – Walkers & Kid Care

2:25 – Buses as they arrive

Picture ID

Please bring your picture ID with you each time you come to campus. You cannot enter campus or pick up your child without it. This policy is for the safety & welfare of your child as well as all children & staff.

Visitor Passes

Visitor Passes are necessary to enter campus during the school day.

Transportation Changes

Any change in transportation must be in writing and given to the teacher.

Pre K Arrival

7:25 – Parents will walk students to the bus ramp to meet the teacher or drop them off at the bus ramp. If the parents need to go to the classroom they must get a visitors pass from the office.

Pre K Dismissal

2:10 - Bus Ramp (Older siblings will be picked up at the same time & place.)

Walkers Arrival

7:30 – 8:00 – Walk down the sidewalk and enter through the double green doors by the Kindergarten playground. They then proceed along the interior sidewalk around the courtyard to the cafeteria for breakfast or to class. All students can walk to class safely in our courtyard. If a parent wishes to enter campus for any reason they must first come through

the office for a visitors pass. Any changes must be requested in writing & sent to the teacher.

Walkers Dismissal

2:20 Walkers will be dismissed to proceed to the double green doors by the Kindergarten playground. A staff member will check the list to see if they are an approved walker then they will be dismissed. They can wait on siblings or friends to walk and then all will be released together. Any changes must be requested in writing & sent to the teacher. Parents must wait for their child outside the gate.

YMCA Dismissal

2:20 The YMCA walkers proceed to the double green doors by the kindergarten playground where roll call will be taken. When all are present and accounted for, they will be escorted by the YMCA staff to the Y. Any changes must be requested in writing & sent to the teacher.

Car Riders Arrival

7:30 – 7:55 Cars will proceed along the driveway and drive around the loop adjacent to the cafeteria. Personnel will open doors for students to enter campus and walk through the patio area to breakfast or to class. If a parent needs to enter campus in the AM they must come through the office, sign in & get a visitors tag.

Car Rider Dismissal

Car riders will be released at 2:15. All cars must have the hang tag on their mirror to match their child/children's tag. Cars without a numbered tag must come to the front office & present a picture ID to pick up a child. The person picking the child up must be on the blue emergency card. At dismissal, children will be escorted to the cafeteria to wait for their number to be called. Cars must follow the long drive to the back of the campus & curve around the loop on the cafeteria side to have their children safely escorted to their car. Any changes must be requested in writing & sent to the teacher.

Day Care Van Riders Arrival

The van or bus will use the bus ramp. The children will disembark and walk to the cafeteria or class. If the bus is late, the students will still get breakfast regardless of the time the van or bus arrives and they will not be considered tardy. Staff will be on the sidewalk to monitor the students.

Day Care Van Riders Dismissal

Students riding day a care van or bus will be called at 2:20 to go to the media center. When their van or bus arrives they will be called to the bus ramp. Staff will monitor them as they board the van or bus.

Bus Arrival

Students will disembark from the bus at the south side of Building 2. They will then walk to the front gates & enter campus. From there they will proceed to breakfast or class. If the bus is late, the students will still get breakfast regardless of the time the bus arrives and they will not be considered tardy. Staff will be on the sidewalk to monitor the students.

Bus Dismissal

Students riding the bus will be called as soon as their bus arrives. They will walk to the front gates and proceed to the bus ramp at the south side of building 2 in the main parking lot. Staff will monitor them as they board the bus.

Phone Call Changes

We cannot make changes for dismissals by phone for security & safety reasons. We have no way to identify the person requesting the changes. We cannot allow an unauthorized person to make changes that affect your child and their safety.

Early Check-Out

If you must check out a student before school is out please do so before 2:00. All of our staff & communications are in use to ensure prompt & safe dismissals from 2:00 – 3:00 so we cannot call individual students during that time.

Blue Emergency Cards

Every child has to have a blue emergency card completed and turned into the office. The cards should be completely filled out & include reliable telephone numbers and the names of anyone that will be allowed to pick up your child. They were sent home the first day of school but if you did not get one, please send a note to the teacher requesting one.

Connect-ED

Connect-ED is a parent communication system that will provide the school with the means to

contact every household with important school news or emergency information within minutes. In order for it to work we must always have your updated contact information. The system will call cell phones as well as land lines. Most communications from school will be between 5:00 & 7:00 in the evening. If you are not home it will leave the message on your answering machine. The system will keep you updated on school events. Also, after the district experienced the lock down at one high school last year the lesson learned was we need a quick, reliable way to contact parents. We are very fortunate to have Connect-ED but it is only as good as your most recent phone number. Please let us know immediately if your numbers change.

Rainy Day Dismissal

In the event of rain, more parents will be in cars to pick up their children so be prepared for a slower dismissal & longer wait. This unfortunately cannot be avoided. Please stay in your car & go through the line & it will make dismissal move faster.

Gay Martin, Principal
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Note

These Policies and Procedures are subject to change to ensure safety & efficiency of safety & efficiency.