
General Policies

Parking Lot Safety... To ensure the safety of all members of our community, all staff and parents are required to follow rules when arriving or departing from school:



- Observe all parking lot regulations, including instructions for turning right or left out of the parking lots on Mondays-Fridays during school workday hours, 7:00 a.m. – 5:00 p.m.
- Observe all parking zones posted along the curb on Melvin.
- **Handicapped spaces** are **NOT** to be used by anyone for any reason, unless you have a handicap placard or sticker.
- If you park across the street from the school, on Windsor, Cynthia, or Arlington use crosswalks to set a good example for others. Do not jaywalk across Melvin Drive in front of the school.
- Be aware of the stop signs on Arlington and Cynthia.
- Use caution when entering Melvin from Windsor or Blaney.
- Do not leave your car parked in the student pick- up or fire emergency zone.
- Do not block bus stops or school entrances.
- Do not park in staff lot near the GLC.
- Arrive at school early enough or promptly after school (see schedule below) to park near the school and escort students safely back to your vehicle (all grades). Kindergarten parents must drop-off and pick-up children at classroom doors or make arrangements with the YMCA campus.
- Do not leave valuables unattended in your car, even if it is locked.

Student Arrival and Dismissal Information... Student Arrival and Dismissal Information... All students should arrive at school between 8:15 - 8:25 a.m. There is no yard supervision before 8:15 a.m. Our dismissal times are 2:35 p.m. for the primary grades (K-3) and 3:05 p.m. for upper grades (4-5). **On Tuesdays, all children are dismissed at 2:00 p.m. except AM kindergarten (11:40 a.m).**

After the 2:35 p.m. dismissal, primary students and younger children may not play on the Big Toy, blacktop, or by the classroom wings. Our upper grade students are in school until 3:05 p.m. Classes may also be having P.E. in those areas. All parents need to be prompt in picking up children after school. If you are waiting for an older child, please make sure your younger children are with you and not in areas where the upper grade students have class. You may not wait in the GLC, since this area is used by upper grade classes. We do not have yard duty supervision after the school day has ended. You may wait with your child under or near the lunch canopy. You may also consider enrolling your child in the YMCA Sunshine on campus for before and after school child care, if you are unable to pick your student up at the appropriate times on certain days.

Classroom Visitation Guidelines

Please call the office ahead of time if you would like to visit our classrooms. The following are the visitation guidelines:

1. Sign in the visitor binder and take a visitor badge. When you leave, sign out and return the badge.
2. Enter rooms quietly and sit in designated location.
3. Do not talk to children or the classroom teacher. Respect instruction/learning protocols.
4. Teachers are not available for questions at the time of your visit or at recess. If you wish a conference, make an appointment in the office.
5. Limit your visit to no more than 20 minutes in any given classroom.
6. No children may visit the classroom.
7. Visitors are limited to two adults per class during a visitation period. If two visitors are already in the classroom, please visit another room for which you had made an appointment during the same time period, or return to the office for instructions.

Visiting Campus... ALL VISITORS ON CAMPUS or entering classrooms as volunteers or meeting with teachers MUST sign in at the office and obtain a visitor's name tag when school is in session. For the safety of all, we need to know who is on campus. The only exceptions are at student arrival and dismissal times, when you may wait near the front of our campus or by the playground canopy. If you are taking your child out of school for any reason, you MUST come to the office to sign your child out. The office will call the classroom for your child. If your child returns to school the same day, you must come to the office and sign back in. Leave lunches for students in the bucket in front of the office. DO NOT take lunches to classrooms.

Medical Appointments... Please schedule routine medical, dental, or orthodontist appointments after school hours. Students need to be in class for instruction. Delayed arrivals or early releases from school for medical appointments will require a doctor's note.

Medication... In order for any medication, whether prescription or non-prescription, to be administered at school, a blue Medication Authorization Form MUST be filled out and signed by both parent and the physician. A written note from parents asking to give the medication is not sufficient.

We appreciate your cooperation for the educational benefit and safety of ALL students.