

AM Drop-off and PM Pick-up Procedures

Morning Drop Off

Morning Drop off prior to 8am for Band, Chorus Orchestra or other before school activities may occur in the bus loop. After 8:00am, students should be dropped off in the parking lot, and walk up the sidewalk to the front entrance. ***For safety and supervision reasons, students should not be dropped off before 8:30am unless they are attending a planned before-school activity.*** The cafeteria opens at 8:30am for students eating breakfast and a staff member will be on duty to receive students at that time.

When students enter the building after 8:30am, they should report to either the cafeteria for breakfast, or to the gym, where a teacher will be on duty to supervise students in grade level lines until they are dismissed to classrooms at 8:45am.

Students dropped off after 8:50am are considered late and should report to the office to check in and receive a pass to homeroom as well as an excuse card to be filled out and returned the following day.

Parent Pickup Procedure

In order to increase security at the front entrance at the end of the school day, and to promote a quick and efficient dismissal to buses, the following procedures should be followed when picking children up at afternoon dismissal:

1. Please notify the office ***prior to 2:30pm*** by note to the office, or email to: bh_attendance@dasd.org that you will be picking your child up at the end of the day. He or she will be added to our parent pickup list. If the office is **not notified** by 2:30pm, please understand that your child will be dismissed to the assigned bus. If someone other than the approved guardian is going to be picking up, please indicate this when writing your email or note, or when calling.
2. Parents arriving to pick up their children should park in the main lot – please avoid the bus circle. Proceed to the ***Garden/Recess Doors*** at the playground side of the building. Children will be dismissed from these doors.
3. Children listed for parent pickup will be called by name prior to the bus lines being called. The teacher on duty will greet the children at the exit area and ensure that each child is matched up with an adult waiting outside by making eye contact and confirming with the child.
4. Any children that remain without an adult to pick them up will return to the classroom to call home.
5. Sign in/Sign out at the office window will occur only during school hours, in situations where students are leaving early, whether or not they are returning. Students that will be returning should report to the office to obtain a pass to return to their classroom.

Before/After School Care (A Child's Place)

Morning Dropoff – 7am to 8:30am

In order to increase safety and security during the building's occupied times, morning drop off for ACP will be at the garden doors this year. The vestibule doors at the front of the building will remain locked until buses start arriving at 8:30am. An ACP staff member will be at the garden door to greet children as they arrive for before school care.

Afternoon Pickup – 3:45 to 6:00pm

After school pickup from A Child's Place will occur at the garden doors if students are inside, or on the blacktop if students are outside at the time that parents arrive. The ACP phone number will be posted at the garden door for parents to call and indicate that they've arrived for pickup, or parents can save it to their contact list ahead of time:

ACP Classroom Line – Bradford Heights: 610-945-7605