

ARRIVAL/DISMISSAL PROCEDURES

Bloomfield Elementary School 2021-2022 Arrival



Bus Arrival 7:45 AM

Bus students get dropped off at the front of the building **star door** (last door).

- At 7:45 Students arriving by bus will enter through the star front door then...
 - **Grade 1 students** will go down the hallway to the gym.
 - Students will drop their backpacks off in the hall along the wall outside their classroom doors.
 - They will go to the gym where duty teachers will facilitate walk & talk around the gym.
 - **Upstairs students** will go out the back star door to the kickball/basketball area.
 - Students will drop their backpacks against the wall or hang it on a hook at the end of the building.
 - They will join duty teachers there to walk and talk around the perimeter of the kickball field.
 - **Cottage students** will go out the back star door to the green track.
 - Students will drop their backpacks off against the wall or hang it on a hook at that end of the building.
 - They will join duty teachers to walk & talk around the track.
- See link below for a map that accompanies these directions.
https://docs.google.com/presentation/d/1k9a0hDV-nWj_TdY9uzhx91sA8Vcafkmr1mllsJgzaPc/edit?usp=sharing
- When the 7:58 bell rings, outdoor Walk & Talk students retrieve backpacks
 - **Grade 1 teachers** promptly pick up their students in the gym
 - Students that do not need breakfast will be at the front of their line and those that need breakfast will line up at the back of the line.
 - The teacher will lead the class down the hall and those needing breakfast will pick up the "Breakfast Bowl" and proceed to the classroom.
 - **Upstairs students** will enter through the Lost & Found door and proceed upstairs.
 - Those that have already eaten will proceed to their classroom.
 - Those that need breakfast will stay to the left and pick up a "Breakfast Bowl" outside Mrs. Grooms's room and then proceed to class.
 - **Cottage Students** will proceed to their classroom if they have eaten breakfast.

- If they need breakfast, students will pick up their “breakfast bowl” outside (weather permitting) or inside the star back door foyer (during inclement weather & winter).
 - Students will grab their “Breakfast Bowl” and go right out the star back door to their classrooms.
- Classroom Teachers will provide at least 8:00-8:15 for breakfast.
 - Depending on bus arrival times, teachers may need to extend breakfast by 10 minutes for the latest arriving students.
 - Students that have eaten can begin your daily morning routine with backpacks, home-school folders, school lunch sign up, sign in and morning work.



Parent Drop Off 7:45- 8:00 AM

- Greeters/crossers will meet students at the front door or crosswalk. Parents will remain outside the building.
- All drop off students enter through the **office door**.
 - 1st graders will go to the gymnasium for Walk & Talk
 - Students will put backpacks on the wall inside the gym.
 - Cottage & Upstairs students go out the lost and found door.
 - Upstairs students proceed to the kickball/basketball area.
 - Cottage students proceed to the green track.
 - Hang backpack on a hook or set on the ground near the wall
 - Join Walk & Talk Club
- SCLC parent drop offs after 8:15 go to the Star Door.



Parent Drop Off after 8:00 AM

- Greeters/crossers will meet students at the front door or crosswalk. Parents will remain outside the building.
- First Grade students needing breakfast will pick up their breakfast by the elevator and proceed to class.
- Upstairs students will proceed up the Lost & Found stairwell.
 - Students that have eaten breakfast will proceed to class using the right hand side of the hall.
 - Students needing breakfast will proceed to the left side of hall to pick up breakfast outside Mrs. Grooms’ classroom.
- Cottage students will enter at the office, proceed down the first floor hallway, and out the back star door where they can pick up their breakfast or continue to their classroom.

After 8:15 AM:

- Late Arrivals: Parents will walk students to the main office entrance, ring the buzzer, and the student will be buzzed into the building. Parents will depart.
- Cottage students late arrival: same procedure as above, but a staff member will escort him/her to the star end of the building and observe students entering their classroom.

Dismissal



Parent Pick Up/Walkers

Parent pickup 2:12 P.M.

- Typical procedure: All students need a yellow Pick Up Pass.
 - Walker Sweeper #1: Sweeps first grade hallway from star door to office collecting the walkers along the way. Sweeper will bring walkers to the cafeteria.
 - Walker Sweeper #2: Sweeps upstairs hallway starting at the star end of the building, collecting walkers along the way to the lost and found stairs and to the cafeteria.
 - Walker Sweeper #3: Meet cottage students at the back corner of the building (back star). The duty teacher will walk the cottage group along the building to the back entrance of the cafeteria.
 - Duty teachers will remain to help with supervision & release to parents/guardians.
 - Parent shows a laminated sign with the student's name, student picture, and who is picking him/her up provided by the school.
 - The duty member collects the student's walker pass, checks and logs the information and cross references each parent sign.
 - Each family will receive two laminated signs. If an alternate person is picking up the student, they should have the second sign. If someone comes without a sign, id may be required.
 - Students will be released to adults when the pick up information has been checked.



Bus Dismissal

Busses:

- Busses will begin picking students up at 2:15 until all buses are loaded.
- Sweeper Duty Teachers on each floor will escort students to appropriate door for pick-up
- Cottages wait by the corner of the building with a duty teacher.
- Busses will make one stop at the Office or Star Door