



# Forest Acres Elementary School

*Working together to build Foundations of Academic Excellence*

Parents,

For safety purposes, we want to remind everyone about arrival and dismissal procedures. All families must strictly follow these procedures to ensure the safety of the 740 students that attend Forest Acres daily.

## ARRIVAL

Arrival begins at 7:30am. Please do not allow students to get out of cars until this time. The school cannot provide supervision prior to 7:30am.

### 1. Busses – Kindergarten Entrance

- The back (Kindergarten side) entrance is dedicated to bus/daycare drop-off throughout the morning.

### 2. Car Riders

- All car riders must use the 1) front loop or the 2) cafeteria loop
- We encourage more car riders to turn right on McAlister Road and use the cafeteria loop as this loop can handle more traffic.
- Do not attempt to drop off students in any other area or street as this endangers students.

### 3. Parking/Walking Students In

- If there is a need to walk a student in, please use designated parking places and do not attempt to park in one of the loops or areas painted in yellow.
- We ask parents to allow students to enter school independently to prevent a large number of adults (who have not checked in) in the building.
- All parents must be clear of the building prior to 8:00am OR be signed in as a visitor/volunteer.

The school day begins promptly at 8:00am, it is extremely important for all children to be on time. We suggest arriving before 7:50am.

If your child arrives after 8:00am, please escort your child to the front office and sign the appropriate form. This process will ensure that your child is marked present for the day.

**Children who are not in their classroom by 8:00am are tardy. According to state law, all tardies must be documented in the child's attendance record.**

**DISMISSAL Procedures on back of this sheet**

**Darian Byrd, Principal**

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# DISMISSAL

**Early Dismissal** – If early dismissal is needed, we ask that parents plan to do this prior to 2:10pm.

Keep in mind that minutes missed due to late arrival and/or early dismissal must be documented in each student's state attendance record. Minutes missed can quickly add up to hours/days of missed instruction. This missed time has a severe negative effect on student achievement.

## Afterschool Dismissal

We have three methods of afterschool dismissal at Forest Acres:

### 1. Bus/Day Care – 2:25pm

- Students are dismissed to the front loop where bus students and day care students gather.
- The front loop is dedicated to school bus and day care pick-up; parents should not be in this loop at dismissal.

### 2. Car Riders – 2:30pm

- Students gather at 1) K5-1st (Kindergarten side) loop or 2) 2nd – 5<sup>th</sup> (cafeteria side) loop with teacher supervision as cars pull through with assigned car tags.
- Parents should not walk into these areas. Go to the office if you need school personnel to retrieve a student from these areas.

### 3. Walkers – 2:40pm

- Once traffic in the front loop has cleared, parents that choose to walk to campus (not parked on campus) may pick up their students at the cafeteria picnic area and WALK them off campus.

**Note:** The only other option for child pick up is to go to the front office to have school personnel locate your child. Parents and others that may pick up children should not walk into the car rider areas as this presents a danger of unauthorized people attempting to pick-up children.

**Example:** *Parents that skip waiting in the car loops may not pull through the front loop at 2:35 pm, park in the curve with their engine running and walk into the student area to retrieve their child – basically “breaking in line” to keep from waiting. This presents issues of unfairness and most importantly, safety concerns.*

**Car riders not picked up by 3:00pm will be sent to After School Care. There will be a charge for this supervision.**