

## Arrival and Dismissal at Allegany-Limestone Elementary

**Arrival:** Classrooms open at 7:30 am. All students traveling by **private vehicle** should be delivered and dropped off at the cafeteria entrance. If you plan to drive children to school, please arrive between 7:10-7:45 am. Due to the heavy traffic in our parking lot, please stay in your car, and move as far forward as possible along the sidewalk. Students should exit from the passenger side of the vehicle. **Buses** will drop students off in the front circle. **Please do not use the bus circle before 7:50 am.**

**Late Arrivals for Elementary Students:** Attendance is taken at 7:50 am. Students arriving at school after this time are considered late. A student coming into school late **MUST** enter through the front main door, report to the Office with an excuse for being late, and obtain a tardy slip before going to class.

**Dismissal for Elementary Students** will begin at 2:40 pm. If you have any change regarding your child's dismissal, please send a note to your child's teacher, who will forward it to the Office. If you give permission for someone other than the parent to pick up students, identification will be required.

**Early Dismissal from ALES:** Please send a note to your child's teacher, who will forward it to the Office. If it is an unanticipated request, please call the office **before** 2:00 pm. Upon your arrival to pick up your child, please report to the Main Office, and your child will be called down. **Reminder:** An early dismissal is considered the same as a tardy when we record for attendance purposes.

## Allegany-Limestone Elementary School Car Rider Drop-off and Pick-up Procedures

### **For Drop-offs (arrival to school):**

1. Beginning at 7:10 am, students may enter through the cafeteria doors. A staff member supervises students in the cafeteria until the 7:30 bell. (Please consider breakfast here at school for your child if he or she does not have time at home to eat.)
2. **Please do not use the bus circle before 7:50 am.**

### **For Dismissal:**

1. Always visibly **display the child's last name** in the vehicle window (passenger side visor is a good place, but the passenger's car window is even better).
2. **Stay in your vehicle** (for safety and efficiency).
3. **Pull as far forward** as possible. This allows us to safely dismiss the greatest number of students at a time.
4. Your child should enter and leave the vehicle on the **passenger side** whenever possible.
5. Students need to know his or her **LAST name**. The last name is used when calling students to vehicles.
6. Remember that the entire district is a **drug-free** and **smoke-free** environment. This applies to occupants in vehicles who are on school property.
7. We will repeat your child's name as often as necessary until he or she comes out!
8. School staff will assist children, when necessary, with carrying extra items.

You will occasionally see our school's Resource Officer, Deputy Leacock, assisting in the morning and afternoon.

Families, we thank you for your help in making these procedures as safe and fast as possible.