Charles S. Ashley School

Arrival – Dismissal Procedures

2015-2016

Arrival:

Breakfast will be served from 8:00 until 8:15.

When children arrive at school, they will enter the **North Playground Door** (Ms. Souza on duty). If a child chooses to eat breakfast, they will walk to the cafeteria. When they are finished eating, they will leave the cafeteria through the gym side door and either go into the gym (Grades 3-5) or walk down the side of the gym to the stairway that leads to the auditorium (Kindergarten – Grade 2). If a child decides to not to eat breakfast, he or she will proceed directly to the auditorium (Kindergarten – Grade 2) or the gymnasium (Grades 3-5). Teachers will be on duty in the cafeteria (Ms. Phelps, Mr. Dias on duty), auditorium (Ms. Santos, Ms. LeBlanc on duty) and gymnasium (Ms. Carvalho and Ms. Sweeney on duty) each morning.

Children who arrive after the 8:15 bell will come directly into the building by the South Playground door (Door A).

(Dismissal information on back)

Dismissal:

Children will be dismissed by their classroom teacher to either the North or South Playground depending on the grade level.

Kindergarten:

Kindergarten will be dismissed on the South Playground. They will exit through Door B. Please wait for your child on the playground. You must wait until your child is dismissed to you by your child’s teacher. This process will take some time the first few weeks until we are all familiar with each other and with the routine. We require an adult to adult hand off at dismissal for all kindergarteners.

Grades 1-5:

Students in Grades 1-5 will be dismissed onto the North Playground. Each class will be walked to their assigned room number by their teacher. Please wait for your children behind the painted line on the playground and allow the teachers to dismiss your children to you. Please do not pull your child out of line and please wait until teachers dismiss them. Please do not block classes from exiting the building. We need to ensure that each child is picked up the correct adult. We all need to work together during dismissal procedures.

Van/Bus dismissal:

All buses will be dismissed out the Rochambeau Door. Please do not park on east side school side of Rochambeau or the pull through during dismissal times.