

## **Building Procedures**

### **Entrance**

**Breakfast Program:** Students eating breakfast at school will enter the building using the doors closest to Lewiston Road on the parking lot side of the building. Breakfast is available from 8:25AM until 8:45AM each day in the cafeteria. Students who eat breakfast at school will remain in the cafeteria until the first bell at 8:45AM. Please **do not** send children to school before 8:25AM since there is no supervision outside prior to that time.

Children who are eligible for the lunch program are also eligible for the breakfast program. Breakfast can also be purchased for 75 cents. Breakfast includes cereal, milk, juice and a sweet roll, doughnut or toast.

**8:45AM Entrance:** When students arrive at school, they must wait in line outside of their designated entrance door (which is the same door that they exit at dismissal-see below) until the bell rings to enter at 8:45AM. Please do not send your child to school before 8:45AM (or 8:25AM for breakfast). There is no supervision for your child before these times unless you sign your child up for the before school Latchkey Program. Classes begin at 9:00AM promptly. There is an 8:55AM warning bell that reminds students to get to class on time. Students who are not in the classroom at 9:00AM will be marked tardy. Students who arrive after 9:00AM are to report to the office with a written excuse for their tardiness.

### **Late/Visitor Entry**

For the safety of the children, all Maple Avenue School doors will be locked after 9:00AM. If you wish to enter the building after that time, you must do so through the main doors of the school, which face the parking lot. Please do not disturb staff or ask children to open locked doors during the school day. Please ring the doorbell outside the main door and identify yourself to office staff and the door lock will be released by office personnel so that you may enter.

### **Dismissal**

Children who take the bus home from school should wait for the announcement that the bus has arrived. When the announcement has been made that the bus has arrived, bus students should go immediately to the doors at the back of the new addition where they will leave the building for the bus waiting on McKoon Avenue after being dismissed by the Senior School Monitor or the principal.

Children who walk home from school will be dismissed by their teachers from their assigned doors. Ms. Blanchard's kindergarten class will be dismissed through the classroom door that exits on to Maple Avenue. Children may not reenter the building after they have been dismissed.

They are expected to leave the school grounds promptly after dismissal. **Only students accompanied by an adult will be allowed on the playground at dismissal time.** Older children are expected to meet younger brothers and sisters at a designated area outside of school. They may not wait outside a child's classroom. Parents and guardians who are picking up children are also required to wait outside of the child's dismissal door, or in inclement weather, in the hallway between the double doors. Parents should not wait outside of their children's classrooms at dismissal.

Students enter and are dismissed from the same school doors. Please check your child's entrance/exit door. Dismissal is at 3:00 PM on regular school days, and either 11:55 AM or 2:00 PM on Tuesdays.

**Enter/exit doors:**

**Maple Avenue door:**

Pre-K	Mrs. Spanbauer
Kindergarten	Ms. Blanchard and Mrs. Campbell (Ms. Blanchard's class exits classroom door)
2 <sup>nd</sup> grade	Mrs. Kramer and Ms. Walker
3 <sup>rd</sup> grade	Mrs. Pileggi and Mrs. Conner

**North doors closest to Lewiston Road:**

Pre-K	Miss Roscetti
Kindergarten	Mrs. Kajfasz
1 <sup>st</sup> grade	Mrs. Richards, Mrs. McKean, Mrs. Scirto
2 <sup>nd</sup> grade	Mrs. Benjamin

**Back doors exiting to small parking lot:**

4 <sup>th</sup> grade	Mrs. Gregg & Mrs. Martin
5 <sup>th</sup> grade	Mrs. LaSota & Mrs. Hunter

**Back doors closest to playground:**

6 <sup>th</sup> grade	Mr. Sauvageau & Mr. Robins
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**Procedures for Leaving School During the School Day**

1. Parents are to report to the office to pick up their child(ren) who will be excused during the school day.
2. An excuse should be sent in that morning for the child to be excused with the time of pick up.

3. If a note has not been sent in, the parent/guardian will be required to bring an excuse at the time of pick up.
4. Students who are excused will be called to the office and will be excused from the office.
5. Children will not be released from school to any adult who is not named on the child's registration unless a note has been received from the parent/guardian stating who will be picking up the child. Identification will be required of the person picking up the child.

### **Changes in Bus Transportation**

If your child will not be taking the afternoon bus home, the parent/guardian must send a note to school that day to let the Senior School Monitor know. In case of an emergency, a phone call can be made to the office letting us know that the child will not be taking the bus. If there is no note from a parent, and no phone call regarding a change in bus transportation, the child will be put on the school bus. We cannot rely on children for information regarding bus transportation.

### **Safety Drills**

There will be fire drills in the fall and spring during the school day. We will also practice drills in case of a school evacuation and to secure the building in case of a school lock down.

### **School Phones**

School phones are not to be used by children. In case of an emergency, your child should seek the assistance of their teacher or another adult.

### **Cell Phone**

Children are not allowed to have cell phones at school. Cell phones will be confiscated and held in the office until they can be picked up by an adult.