

WILLIAM CRAMP ELEMENTARY SCHOOL
ADMISSION AND DIMISSAL PROCEDURES DURING PLAYGROUND CONSTRUCTION
2015-2016

ARRIVAL for REGULAR and INCLEMENT WEATHER days

- School begins promptly at 8:30 a.m. and ends at 3:09 p.m.
- Breakfast is served from 8:10-8:25 a.m.
- Students in 1-5th grade may arrive at 8:10 a.m. for breakfast in the cafeteria (use the Howard Street entrance).
- Students in grades 1-5 that do NOT eat breakfast at school should report to the cafeteria (use Howard Street entrance) by 8:25am.
- Students in Kindergarten do NOT eat breakfast before school. Instead, Kindergarten students should report to the back schoolyard with an adult (use Tioga Street entrance) at 8:30am. All Kindergarten students receive breakfast at 8:30am in their homeroom.
- Grade 1-5 Students should not report to school earlier than 8:10 a.m. for breakfast or 8:25 a.m. to line up in the cafeteria. There is no supervision until that time. The school assumes no liability or responsibility for children on school grounds until supervision begins.
- At 8:25am, students in Grades 1-2 will sit at their assigned tables and wait for their teacher to pick them up.
- At 8:25am, students in Grades 3-5 will line up on the yellow line and wait to be escorted to the main foyer to be picked up by their teacher.

LATE ARRIVAL

- Any student who arrives after 8:40am is considered late. If a student is late, he/she must report to the School Attendance Officer's desk for a late slip. Due to construction, this entrance is now located on the Mascher Street entrance (by the garden steps).
- Late arrivals are recorded on the student's attendance record. Lateness is disruptive to the instructional day and should be avoided. Punctuality is expected.

DISMISSAL

- It is imperative that parents/caregivers pickup child(ren) on time during regular and early dismissal days. The faculty and administrators must attend meetings at the close of school.
- Students in grade 5 are dismissed from the cafeteria during construction at 3:09 p.m. Please arrive promptly by 3:05 p.m. to pick up your child.
- Students in Grades 2-4 will be dismissed from the back schoolyard (Mascher and Howard Street entrances off of Tioga)
- Students in Kindergarten and Grade 1 will be dismissed from the exterior doors in the back of the school. Adults must sign that they picked up the child.
- Students in Kindergarten, 1st and 2nd grade may not walk home alone. If an older student from the school or another adult is picking up a younger child, written permission must be given by the parent/guardian to the teacher.
- A student will not be released without written permission and a valid ID to any other adult other than those who have been designated.

EARLY DISMISSAL FOR STUDENTS

- All students are expected to remain in school for the entire day. Appointments to the dentist and doctor should be made after 3:09 PM.
- If your child must leave school early, please give a note to the teacher that morning so she is aware prior to pick-up.
- All parents must visit the office first and sign the Early Dismissal sign-out book. ID is REQUIRED.
- During construction, entrance to the Main Office will be via Mascher Street entrance (near the garden)
- All students will be dismissed from the Main Office.
- No students will be dismissed before 11:00am or after 2:30pm.

IMPORTANT REMINDERS

- Please do not drop off or pick up any children in the parking lot.
- Please do not park your vehicle in the parking lot during school hours.
- The parking lot is reserved for teaching staff during the hours of 7:00am-4:30pm.
- Some teachers need to leave the building for meetings or travel to other schools throughout the day.
- We want to keep the students very safe so please do not walk through the lot at any time.
- Remind your children daily to stay away from the playground construction site at all times this includes before school, after school and on weekends.