



SPNDS Safe Arrival and Dismissal Policy

Purpose: The safety and security of our students are paramount. This policy is established to ensure that children arrive and depart from the preschool facility in a secure and organized manner, minimizing risks and ensuring proper supervision.

Arrival Procedures

Play Pals: Play Pals will *park* in the back lot or the car line lot after 9:10 am. Play Pals are given a code to access the building at the red doors. The parents or caregivers will walk the child downstairs, assist them with hanging up their coats and check-in with the teachers. Families can assist students at the beginning by helping their child to wash their hands when they enter the building. The parent or caregiver will remain with the child until the teacher checks them into Brightwheel.

Nursery Day School and AM kindergarten complement program:

- **Drop-off in Car line:** Parents/Guardians are required to follow the SPNDS traffic flow policy for drop off and pick-up. Please see the diagram below.
- Teachers will escort your child from your car to the gated area where they are checked into Brightwheel by the attendance teacher. Children are never to be dropped off from a car in car line without a staff escort. If your child requires your assistance during drop off or pick up, please park in the back lot.
- Please note that our carline ends at 9:10 am so that our play pals families can park. If you arrive at SPNDS after 9:10, you must park and walk your child inside the gated area for check in.
- **Drop-off via walking or parking in the back lot.** Families walking their child to the school yard must be aware of safety by crossing streets at cross walks and walking their child along sidewalks and into the gates to check in with the attendance teacher for the day *and* their home room teacher. Do not allow children to run alone across the parking lot or to wait alone on the sidewalk outside of the gated area. Children will be considered under the care of SPNDS when arriving inside the gates and when the attendance teacher acknowledges their presence. This area will be clearly marked and supervised by staff members during arrival times. *Please be mindful not to park in spots designated for other members of the community.
- **Transition to Classroom:** Once all members of a class are signed in, the teacher and assistant will line up the class and transition them into the classroom.
- **Late Arrival:** If you arrive after your child's class has transitioned inside, please park, walk your child to the front door, and ring the bell. A teacher will meet you at the door to check your child into Brightwheel and then walk them to their

classroom. Children are not permitted to walk to the front door and ring the bell alone.

Early Bird program: Early bird parents and caregivers should park in either lot and walk their child into the gates to the attendance designee. The parent or caregiver should remain with their child until they are checked into Brightwheel.

Dismissal Procedures

Children will be dismissed from the benches at both the 11:45 and 2:45 dismissals. Children are not permitted to leave the gated area until they are met by a parent or caregiver or escorted to their car by a staff member.

- **Pick-up in Car line:** Parents/Guardians are required to follow the traffic flow policy for drop off and pick-up. Please see the diagram below. Teachers will escort your child to your car from the gated area and secure them in their car seat. The attendance teacher will check out each child from Brightwheel as they are escorted to their car. If your child requires your assistance during pick up, please park in the back lot and walk up to the gate.
- **Pick up via walking or parking in the back lot.** Families walking their child home must be aware of safety by crossing streets at cross walks and walking their child along sidewalks. Please check your child out with the attendance designee before leaving the gated area.
- **Pick-up Authorization:** Parents/Guardians must provide written authorization for individuals authorized to pick up their child. Photo identification will be required for all authorized individuals during pick-up.
- **Late Pick-up:** Parents/Guardians are expected to pick up their child promptly at the designated dismissal time. Repeated late pick-ups beyond the dismissal time may require disciplinary action.
- **Emergency Contacts:** If a parent/guardian is unable to pick up the child, emergency contacts listed on the child's registration form will be contacted. These individuals must also provide photo identification during pick-up.
- **Supervision:** At least two staff members will supervise children until they are safely picked up by authorized individuals.
- **Early Pick Up:** If you need to pick your child up early, please park and ring the bell at the front door. A teacher will escort your child to the door and check them out of Brightwheel. Children are not permitted to walk outside alone to meet your car.

Stay and Play dismissal: Stay and Play students are dismissed directly from the playground. A parent or caregiver must sign their child out with the attendance teacher before leaving the gated area. During inclement weather, Stay and Play families come to the main entrance by the office and ring the bell for admission.

Kindergarten Bus Transportation

- Complement students who attend kindergarten in the WSSD school district will ride district buses to or from Kindergarten.
- Morning complement students will walk to the busses from the playground accompanied by a teacher. The teacher will confirm with the bus driver that each child is present.
- Afternoon complement students will be met at the busses by a teacher in the front of SPNDS. The teacher will check each student into Brightwheel, and will confirm with the bus driver that all children are present. If a complement student will be absent, the parent or caregiver should send a message to their teacher via Brightwheel. Students will then be walked through the school and onto the SPNDS playground.
- Each complement student will have a bus tag or sticker on their schoolbag to identify which district bus they ride.

Additional General Information

- **Door access:** All doors are coded and only staff and authorized persons will have access to the building. Visiting parents should ring the bell nearest the school office to gain admission. Play Pals parents will be given a code limited to a 15-minute window for drop off.
- **Communication:** Parents/Guardians will be notified of any changes to arrival and dismissal procedures via email, phone, or written communication. If there is a change to your child's arrival or dismissal for a particular day, this should be sent to staff via Brightwheel.
- **Car Seats:** SPNDS staff are not permitted to load a child into a car without a car seat. We do have a limited number of booster seats available to borrow if necessary.

Conclusion: This Safe Arrival and Dismissal Policy for Preschool is designed to maintain a safe and secure environment for all children attending our preschool program. We appreciate the cooperation of parents/guardians and staff in adhering to these procedures to ensure the well-being of our students. Please feel free to contact the preschool administration with any questions or concerns regarding this policy.

Deborah Hansen, SPNDS Director
February 20, 2024

SPNDS TRAFFIC FLOW POLICY

We ask that you follow our traffic flow policy to:

- Maintain the safety of our children
- Expedite our traffic flow during drop-off and pick-up times
- Be a positive community neighbor by reducing our impact on local traffic
- Allow sufficient room for emergency vehicles and school buses to access Harvard Avenue

CAR LINE DIRECTIONS for both DROP OFF and PICK UP

1. Enter Harvard Avenue from CHESTER Road.
2. Enter the car line by turning RIGHT ONLY into the arrival/dismissal lot from Harvard Ave. (Making a left turn from Harvard Ave into the lot is prohibited.)
3. Pull all the way up to the first available Staff Meeting Station. (There are 3 stations.) Place your car into PARK when you are at a station. Do not get out of your vehicle. **Staff members will escort your child to and from the car and assist children with seatbelts/harnesses.**
4. When leaving the car line, turn **RIGHT ONLY** onto Harvard Ave., toward Yale Ave.

NOTES

- If it is necessary for you to park your car, please do not pull into the car line and, instead, park in the parking lot in the rear of the building utilizing the driveway closer to Chester Road.
- Staff members cannot place a child into a car if a proper car seat is not available. We do have a few car seats (booster seats) here that we can loan when needed.
- Thank you for making every effort to adhere to these policies and for your patience!
- **It is illegal to drive around a school bus when picking up or discharging students, (red lights flashing). Be patient, the bus will move.**

