

Arrival and Dismissal Procedures

Staff Sign-In/Attendance

All staff should sign in at the front office each day and look for any daily announcements. If you leave the building during the day, please let the front office know and report back in when you return. You must sign-in and sign-out.

If you know you will be absent, please let the office know as soon as possible so that we can try to have your class covered. In the event that we cannot provide a staff member to serve as a substitute, our office manager will contact a substitute from our list.

If you are going to be absent unexpectedly, please contact the office manager as soon as possible. Make every attempt to speak to someone from the office staff rather than just leaving a voicemail. Refer to the policy handbook for more information about absences.

Please do not arrive later than 7:40 AM and leave ample time for any delays.

The office number is 305-294-1861.

Arrival and Dismissal Responsibilities:

Outdoor supervisors must report to their posts promptly at 7:45 AM. Your assignment will be given to you at the beginning of the year. The following supervisory positions are designed to facilitate a smooth and safe opening:

1. Car line: assisting children in and out of their cars; opening and closing car doors; ensuring adults are authorized to pick up students
2. Outdoor supervision: ensuring children are playing and waiting safely; directing students off campus at the end of the day
3. Classroom/hallway supervision: greeting students at the door; directing students off campus in the afternoon
4. Crosswalks: assisting children across streets; stopping traffic when necessary

8:00 AM Classes begin (outdoor supervisors should be released). Attendance should be reported to office via Jupiter Grades no later than 8:20.

3:00 PM School ends (2:00 PM on Wednesday). Please assist students in leaving campus.

Classroom Teachers

Please allow children to enter your rooms promptly at 8:00 AM and greet them with a handshake at the door. It is suggested that you have a “warm up” of some kind prepared for students so that they can begin working during the arrival period. Please be courteous to any parents dropping off children but do not engage in long conversations or invite them into the classroom. Your attention should be directed at the children.

Late arrivals will be sent directly to the classrooms. Please note the child as tardy and inform the office that the child is present if you have already completed your lunch count and attendance.

Student Attendance

Please take attendance as soon as possible each morning along with lunch count. Lunch counts should be entered into Jupiter and envelopes delivered to the office by 8:15 AM.

Update your attendance report via Jupiter Grades if a child comes in late. Please be sure to return to Jupiter Grades before you leave to ensure that your attendance is accurate; for example, make sure absences were changed to tardies for students who arrived after 8:10 AM. You should have a hard copy of your attendance at all times, in the event of an emergency.

Please make sure to update your attendance throughout the day and make specialists aware of any absences. Delineate your marks to indicate presence, absence and tardiness. Hand your attendance clipboard to the specialist so that he/she can take accurate attendance in the event of a drill or emergency.

Students who have transferred out should be marked absent until the office staff tells you to eliminate them from your list. You should always take your attendance sheet with you during emergencies (including fire drills) and field trips. The office should have a copy of your attendance if you are going on a field trip or walking trip.

If a child is out for more than a day or two, or if there is reason to believe that the cause of the absence is not illness, contact the office.

DISMISSAL PROCEDURES

Students should begin exiting classrooms at 2:55 (2:50 for kindergarten). There are four dismissal groups: walkers/bikers, carline, kindergarten, and MWR. On Wednesday, there is also an enrichment group.

Safety is our first priority. Because of the openness of our campus, we will depend on the collaboration of many adults at arrival and dismissal.

Please consult the arrival and dismissal plan for your assignment and be prompt to your station so that we may ensure the safety of our students.

Car Line: Please be courteous and friendly to those picking up students but refrain from lengthy conversations as it will hold up the car line. ALL students should enter the car from the passenger side. Please do not allow cars to pass one another. If a child is not readily available to load in the next car, ask the driver to pull up slowly. DO NOT allow parents to park or exit their vehicles in the carline. Only those on the child's dismissal form are allowed to pick up a child. If you do not recognize the adult picking up a child, please ask the adult to park in the lot and report to the office.

Authorized adults are listed in Jupiter.

Morale Welfare and Recreation (MWR): The office will inform MWR counselors if children are absent. Please make sure you are accompanying children going to MWR from the k-1 classrooms to the hut (or the library in inclement weather). Inform the office immediately if a child is not present. Students who are expected to go to MWR should not make alternate plans unless you have written consent from their parents/guardians. The parents/guardians are required to call MWR to inform them of such changes. Please do not detain MWR children at dismissal so that the group can leave in a timely fashion.

Daycare/Boys and Girls Club

There is no daycare provided at Sigsbee Charter School. Some students do get transported to Boys and Girls Club afterschool. A staff member will pick up these children at their classrooms at 2:45 PM and bring them to the van.

Walkers/Bikers: Please be sure that children are following safety regulations and have permission to walk or bike home. This permission can be found on the dismissal form. Do not allow kindergarten students to walk or bike without an adult or older sibling. Students who are leaving together for play dates must have WRITTEN permission from both parents.

Walkers should be released from classrooms, except for kindergarten students. These students need to be picked up in the assigned classroom by an authorized companion. There is no bike riding or skateboarding on school grounds. Students should walk their bikes off the property.

General Dismissal Guidelines

Please encourage families to keep their dismissal record up to date, including new carpool arrangements. Special dismissal arrangements require advance notice in the form of a phone call or note. **Last minute arrangements for play dates are not permitted.**

The children's safety is our primary consideration.