



# Arrival and Dismissal Procedures

In order to provide a safe, orderly learning environment for our children, *PEARLS Hawthorne* adheres to the following arrival/dismissal procedures.

**Please also reference the Reopening Plan slides posted to our website.**

## ARRIVAL:

—> The campus, located at 350 Hawthorne Ave., is staffed beginning 7:15 a.m. for all bus and van students. Student drop-off begins at 7:25 a.m. All students enter the school through the main entrance, breezeway, or cafeteria. After entering, students will proceed to their assigned area listed below:

- Auditorium; Grades PreK-4
- Cafeteria; Special Education Classes
- Balcony; Grades 5 & 6
- Upper Gymnasium; Grades 7 and 8

and remain until they are picked up by their teacher at 7:35 a.m. Grades 7 and 8 report directly to class at 7:35 a.m. Assisting Adults will be assigned to usher Pre-Kindergarten to 1st Grade students to their assigned locations. ***Weather permitting, Pre-Kindergarten to First Grade students will gather at the upper playground on only their first full day of school and enter the building with their teachers at 7:35 a.m.***

—> Students arriving after 7:45 a.m. will enter through the main entrance and need to obtain a “late pass” from the staff member stationed at the main entrance before going to class. Pre-Kindergarten to First Grade students will be monitored as they walk to class.

### ***Parents and visitors are still welcome in our school!***

—> *For the safety of all our school members, we just require that they sign in at the main office and obtain a visitor’s pass.* Please return the visitor’s pass to the main office and sign out.

—> If you wish to meet with your child’s teacher, please make an appointment for a time that is convenient for you and does not disrupt the daily routines and instructional time of the class. Thank you for supporting us in maximizing the time we have with all students.

—> Please note, as part of the Yonkers Public School District’s “One Door Policy” and to best ensure your child’s safety, **ONLY** the main entrance will be utilized for entry and exit by **ALL** members of our school community.

—> Please do not ask staff members or students to open any exterior doors at other times during the day; they have been instructed to not open doors for anyone.

## Please Note:

—> Please do not park on Culver Street or Hawthorne Avenue during arrival and dismissal.

These areas **MUST** remain clear for our buses and vans.

- In the A.M., parents are permitted to stop and allow **ONLY** their child to exit the car in front of the school and onto the sidewalk.
- Please refrain from parking in these areas and walking your child to the main doors.
- For safety reasons, please also refrain from having your child exit the car in the middle of the road.

—> Adjacent Street parking could be utilized if you wish to walk your child up to the school building for drop-off or for pick-up.

**Thank you for your support in ensuring a safe school environment for our children!**



# Arrival and Dismissal Procedures cont.

**\*\*\* Please Note Changes in Dismissal Procedures. \*\*\***

**DISMISSAL:** ID may be requested.

—> All parents and visitors, after entering through the main entrance, **MUST** report to the main office to sign out their child. In an effort to minimize disruptions to classroom routines and instruction, **NO** parent is permitted to go directly to the classroom.

—> **Early dismissal**, before 1:45 p.m., should be reserved **ONLY for emergencies and rare appointments**. The instructional time of your child as well as other children is valuable and respected; therefore, we discourage you from attempting to arrange for early dismissal on a routine basis.

—> **After 1:45 p.m.**, parents may **ONLY pick up from the assigned locations**, where all students Grades PreK - 8 will be brought for pick-up. Pick-up location doors will open at 2:00 p.m. Parents of students in Grades PK-2 will be required to sign upon picking up their child. Students who are not picked up by 2:15 p.m. will be brought to the main office.

—> **Changes in dismissal for all students MUST** be in writing and sent in to the classroom teacher. The information will be sent to the office. Please refrain from calling at dismissal to make changes in dismissal. Verbally communicated changes by students are not acceptable.

## **3 Critical Points to Remember:**

### **1. NO PARKING ON HAWTHORNE AVENUE OR CULVER STREET DURING ARRIVAL AND DISMISSAL.**

Please know that when individuals park alongside the school building:

- it disrupts the flow of the “drop off and go;”
- it prevents the busses and vans from being able to drop off students safely;
- it prevents busses from being able to gather for dismissal.

2. Students must be dropped off on the sidewalk, **ALWAYS**, & not in the middle of the street.

3. As per the Yonkers Public Schools “One Door Policy” and for the safety of our school community, please do not exit through any other door other than the main door unless otherwise directed during arrival and dismissal.

**We thank you in advance for partnering with us and ensuring a safe school environment for ALL of our children!**