

# Arrivals and Departures

Chautauqua Office 206-463-2882 till 4pm  
Bus Garage 206-463-2525 after 4pm

## Morning Arrival

No supervision is provided for students, inside or outside the building, before 9:00am when the school doors open. Please do not drop your child off early. Afternoon Kindergarten students may not go to the classroom before 12:50pm. Supervision is not provided outside the building before that time. If you bring your student to school, please do not leave them unattended until they are allowed to enter the building.

## Drop-Off/Pick-up & Parking

Cars and buses do not mix. Our primary objective is to have students exit the bus away from the area where parents are driving students to school. Buses use the No Parking/Fire-Zone area for morning drop-off.

Cars are directed to the drop-off lane in the 2<sup>nd</sup> and 3<sup>rd</sup> tier of our parking lot. Students and adult escorts must use the crosswalk between visitor parking and the main building. Please remember at all times that students are present and their safety is our primary concern. Please drive slowly and carefully. Student and adult crossing guards will usually be on duty.

## Kindergarten Drop-Off

Please, park in Visitor Parking and escort your student to class, or use the drop-off lane. Drop off morning students where supervised crossing is provided. Parking in the Kindergarten area is prohibited anytime, before, during and after school, as it blocks bus access and is a fire lane.

## Dismissal Procedures

To maintain good accountability for the whereabouts and safety of students at Chautauqua, we have implemented the following pick-up procedures:

When a parent, guardian, or person designated by a note from a parent/guardian needs to pick up a student at any time before 3:30 pm, they should **FIRST** go to the office to sign out the student and then pick them up from the classroom. For pick up at dismissal time at 3:30 pm, parents, guardians, or authorized persons are asked to sign their student out with the teacher. If **arriving after 3:30** to pick up a child the parent must wait in the CES foyer until the child is brought to the parent.

Students who are riding the bus will be dismissed to the back of the building. Parents are asked not to go into the bus loading zone, and if they arrive after their child has gone out to the buses, to come to the office. We have procedures in place to get students off of the bus when necessary.

It is best, whenever a child is being picked up, even by a parent, to call or send a note prior to 2pm, so that the child is not dismissed to the buses, but held back in the classroom for pick up. If someone other than the student's parent is picking up him or her, please send a written, signed note (see the section in this Handbook on After School Notes for clear directions).

At the end of each day, teachers turn in dismissal clipboards to the office. With your cooperation, the office will be able to determine where your child went after school. If there is a question, simply contact our office at 463-2882 or the Bus Garage at 463-2525.