

ARRIVAL AND DISMISSAL

	Teacher Pick-Up	Dismissal	Entry	Exit
1st and 2nd Grades	8:35 am	3:05 pm	Duffy Main Entrance	Duffy Main Exit
3rd Grade	8:35 am	3:05 pm	Duffy Main Entrance	Board Office Exit (near Lafayette St)
4th & 5th Grades	8:35 am	3:05 pm	Doors near Gym	Exit between the cafeteria and MacKinnon
Kindergarten	8:35 am	3:00 pm	Classroom Door	Classroom Door

Important:

- Students should never be dropped off before staff supervision is in place (8:25 a.m.).
- All students may use the main entrance if it is raining or below freezing.
- Students should never be in the back parking lot without a parent/guardian.
- The playground areas will not be used before or after school.
- Please be on time. Call the school in case of an emergency.

Arrival Procedures:

- We will be running an “In Day” arrival until further notice.
- Students are late at 8:41 am.
- Breakfast After the Bell is available from 8:45 am until 10:30 am.

Dismissal Procedures:

- At dismissal families pick up kindergarteners at the classroom door.
- 1st grade students are handed off to someone family approved at the Duffy main entrance.
- 2nd - 5th Grade students are dismissed at the door. Have a clear plan on where to meet up if you are picking up multiple children.
- Students being picked up at the Drop-Off Area near the Board Offices must exit at the door assigned above, walk in front of the building, follow the sidewalk to the Board Office, and continue to the Drop-Off sign where they can await their ride.
- Students are not to remain on school grounds unless they are involved in a school-sponsored activity.

Any student not picked up promptly at 3:05 p.m. will be escorted into the Duffy Office area to be supervised by administration while families are contacted. If a child is picked up late **three** times a meeting will be scheduled with the principal. Local agencies will be notified if lateness is determined to be excessive.

A *Request for Supervision at Dismissal from School* form should be completed if the student should not be permitted to walk home from school alone unless escorted by a parent, legal guardian or escort (21 years of age or older). The forms are available in the Duffy Office and on the website.

LATE ARRIVAL

After 9:00 a.m. parents must come into the Duffy Office to sign in their children. **The Attendance Secretary can be reached by calling 973-361-2506, ext. 701.**