



Arrival and Dismissal Procedures 2020-21 School Year

CEEMS Family:

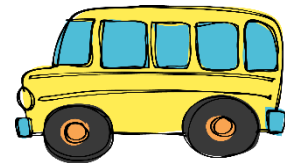
Arrival and dismissal procedures are designed to ensure the safety of our students, staff, and parents while on campus. While we enjoy having our CEEM families in our halls, COVID protocols do require us to limit the number of visitors inside our school building. Due to this, we highly encourage parents to use the car rider line when dropping off and picking up students and dropping off/picking up walking students at designated exterior doors. Please refrain from parking on the street and at neighboring homes. All students will have their temperature checked and answer COVID screening questions before entering the building. We appreciate your cooperation in keeping our CEEMS family safe.

Arrival Procedures:

- School doors will open at 7:30 a.m. Students will be able to get breakfast at one of the kiosks in the hall or report to their classrooms.
- Students should not arrive before 7:30 a.m. as staff is not available for proper supervision.
- Parents may go through the car rider line or walk their children (walk-ups/walkers only) to the front or back door entrances to tell them goodbye. Staff members will be available to help guide students to classrooms.
- Upon arrival, students will undergo a short screening involving a temperature check and screening questions. Car riders must stay in the car during the screening.
- The tardy bell rings at 8 a.m. Students will be considered tardy if they arrive after this time. If your child is tardy, please ring the front doorbell and someone will come out to help you.
- **Kindergarten Beginning of the Year Arrival:** Kindergarten students may have two guests to walk them to their classroom on the ***first week of school only***. For the remainder of the school year, parents of walking students are welcome to walk their students to the front or back door entrances and tell them goodbye. At that point, a Clyde Erwin staff member will guide them to the classroom.

Dismissal Procedures:

- Please let your child's teacher know how your child will dismiss each day. If there is a change in your child's transportation (one-time or permanent), please send a note to your child's teacher or you may fax or email (stacie.butler@onslow.k12.nc.us) in the change with your name, child's name, transportation change, and contact information. No phone calls will be accepted.
- ***Bus Riders:*** Bus riders will be dismissed to load buses parked at the front of the school. Teachers will escort students to the buses.
- ***Car Riders:*** Students who are car riders will wait in the cafeteria and back hallway each afternoon. Staff members will call students to meet parents in the rear parking lot. Parents should follow the instructions of staff members to help with a quick and smooth car dismissal. Parents



should remain in their cars and move quickly out of line after receiving their child. Please do not pass other cars in the line. Parents picking up students in the car rider line must have a car tag. These will be passed out during the first week of school. For the safety of our students, any parent without the appropriate tag will need to know the family code word. ****On the first day of school, please have ID ready for pickup.**

- *Please note: Students will not be dismissed from the cafeteria if a parent or guardian walks up to the cafeteria door. If your child is a car rider and you are not in a vehicle and instead walk up to the building - we will not dismiss them to you. You will need to get in line at the walk-up door at the media center with your tag and wait to receive your child.*
- **Walker:** If you wish to have your student walk home without parental supervision, your child will be a walker. If your student is a front door or back door walker they will be dismissed from the appropriate entrance.
- **Walk-Up:** If you wish for your child to be held at school for you to “walk-up” and meet them, they will be called a “walk-up”. If you designate your child to dismiss as a “walk up” you will meet them at the side door of the media center. You will receive a walk-up tag to show to the staff member who will call for your child. If you do not have your tag you will need to know your family code word. ****On the first day of school, please have ID ready for pickup.**



**This option should be used by parents who are walking their student home, not parking and picking up. If you are driving to campus, please use the car rider line to pick up your child in order to help us limit the number of people in one area.*

- **Boys and Girls Club:** If you have arranged for your student to attend Boys and Girls Club Aftercare, it will occur in the cafeteria. You may pick your child up at the cafeteria’s side door.
- **Recreation Center:** A staff member will escort these students to meet a recreation center staff member.
- **Daycare Riders:** Staff members will escort daycare riders to vans at the end of the day.