

Welcome to Thompson Early Childhood Center Arrival and Dismissal Policy

Onslow County Schools is always striving to improve safety and security of its buildings and campuses. During the day, all the doors here at Thompson will remain locked. All parents and visitors must enter the building through the front door. You must ring the doorbell and the front office will remotely “buzz” you in.

When dropping off and picking up students, all parents/guardians should use the front door entrance to the lobby. The back door entrance to the lobby is for visitors needing to access ADA entrances only. After dropping off and picking up your student, everyone must sign out and exit the building through the lobby front doors. **No other door should be used to exit the building.**

Upon entering the building **all** parents and visitors must sign in through the Raptor System located at the front desk in the lobby. The receptionist will assist visitors with this process. **All parents/guardians and visitors will need a driver’s license, or a state issued ID to get signed into the system every time you come on campus.** The machine will print out a visitor sticker each time you sign in. ****Visitors stickers are to be placed on your left or right shoulder, a highly visible location, and worn at all times while in the building.* Please do not carry your visitor sticker in your hand or allow children to wear the visitor sticker.

- **At the discretion of school administration and for safety reasons, visitors to classrooms may be limited to one parent per child at a time.**
- **Parents and visitors should not be using cell phones, tablets and other technology while in the hallways and classrooms.**
- **If a parent/visitor needs to use their personal technology device, they need to remain in the lobby until they put their technology away.**
- **Hand to hand policy must be always implemented. All children should be walking beside their parent while in the building.**
- **Child must be picked up at dismissal time (2:40pm).**

Arrival and Departure Times

Drop Off Bell Rings	7:50 a.m.	Bus Riders Dismissal	2:35 p.m.
Tardy Bell Rings	7:55 a.m.	Walkers/Car Riders Dismissal	2:40 p.m.

In order for teachers to prepare students to go home, parent(s) and/or guardians(s) will not be allowed to pick up children after 2:15 p.m. If it is necessary to check your child out for an appointment, you will need to do so prior to 2:15 p.m. We understand that from time to time, emergencies do arise, and these can be addressed on a case by case basis.