

## **Arrival and Dismissal Procedures**

**Doors open**-The F door near the back parking lot and the A door by the main office open at 7:50, 10:30, 11:35 and 2:15 for arrival and dismissal. Families are required to have an adult bring their children to their classroom to be signed in/out. The first time the teacher meets you, you will need to present your Drivers' license or State ID. Children must be signed in and out daily at the classroom.

**If someone else needs to pick up your child from school**-The teacher keeps emergency contact sheets for everyone who picks up your child. An emergency contact picking up will need to show the same identification the first time they are picking up. You will need to call the office in advance to ensure they are on your contact list. Our phone number is (815) 227-8400.

**Early pick-ups/late arrivals and emergencies**- If you are late or have an emergency and need to pick up your child, you will need to present your Driver's license or State ID in the main office and it will be run through the Raptor system. The Raptor system helps make sure everyone in the building is safe to be there. ***Children should be in attendance the whole session to avoid lost instruction and disruption to the learning environment.***

**If your child will not be riding the bus**- Please write a note and put it in your child's backpack or please call the main office at (815) 227-8400 before 10:00 a.m. and before 1:45 p.m. You will also need to call Sunrise bussing to let them know of your child's absence on the bus at (815) 860-0025.

**Parking**-Parking is permitted on the East side of Fairview Avenue only, the back parking lot and limited side streets unless marked no parking. Please do not park on the West side of Fairview by the houses or in the apartment parking lot as tickets or towing may occur.

***Please hold your child's hand as you exit school and move into the parking lot/street. Thank you for helping keep our students safe!***