

2020-2021 McKean Elementary Arrival and Departure Policies

Arrival

- There is **no** available supervision for children before 8:50 or 1:20.
- No child will be permitted to be dropped off before 8:50 or 1:20.
- If you arrive early, students **must** stay in their vehicles until 8:50 or 1:20. A staff member will open the door when it is time to enter.
- No child will be permitted to be dropped off to wait at the door prior to these times.

Late Arrivals

- If your child is late for school (any time after 9:00 or 1:30), a parent or guardian must escort them to the front door of the school and ring the bell. A staff member will meet you at the door.
- A written excuse will be needed for their tardiness. A doctor's appointment note is also acceptable. Please remember you will not be able to enter the building, so bring a note with you.

Forgotten Items

- If your child has forgotten something or needs something dropped off, there will be a bin outside the front door. Please place the item in the bin, labeled with your student's name and teacher. Ring the bell to notify the office. We will retrieve the item and deliver it to your child's classroom.

Early Dismissal

- If your child is leaving early for any reason, a note should be sent to school in the morning.
- When you arrive at the front door to pick up your student, please ring the bell and a staff member will bring your student to meet you.

End of Day

- All parents picking up students at the end of the day **must let the school know in writing by 11:00 or 3:30 PM**. If we do not receive notice by 11:00 or 3:30, students will need to ride the bus home.
- Any adults designated as pick up persons will enter the front parking lot entrance **with your student's identification number visible to the attendant**. The attendant will radio into the school and your child will be released.
- **All students are expected to be picked up by 11:40 or 4:05**

Please remember you can email dismissal notes and absent excuses to
meattendance@generalmclane.org