

2022-2023 Edinboro Elementary Arrival and Departure Policies

Arrivals

- No child will be permitted to be dropped off before 9:00 AM
- There is **no** available supervision for children before 9:00 AM
- If you arrive early, students **must** stay in their vehicles until 9:00 AM. 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 9:20), 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 your 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.
- No students will be dismissed for pickup **after 3:15, unless a note has been sent in earlier in the day.**
- When you arrive at the front door to pick up your student, please ring the bell and wait at the door until a staff member brings 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 2:45PM.** If we do not receive notice by 2:45, students will need to ride the bus home. **All students being picked up will be dismissed through the gym exit.**
- Any adults designated as pick up persons will enter the parking through the Angling Rd. entrance. **Please have your family sign visible to the attendant.** The attendant will radio into the school and your child will be dismissed from the gym to your car.
NOTE: We have found the most effective way to store and display your family number sign is to clip it to the back of your passenger side visor. When you enter the pick-up line, flip your visor down, so it is visible to the attendant.
- After your child is in the car, please pull forward and make a U- turn in the parking lot and exit back out to Angling Road.
- **All students are expected to be picked up by 3:55.**

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