

## 2023-2024 McKean Elementary Arrival and Departure Policies

### Arrival

- Student drop off will take place by the gym doors.
- There is **no** available supervision for children before 8:50
- No child will be permitted to be dropped off before 8:50.
- If you arrive early, students **must** stay in their vehicles until 8:50. 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 gym doors prior to these times.

### Late Arrivals

- If your child is late for school (any time after 9:05), 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 2:45 PM**. If we do not receive notice by 2:45 PM, students will need to ride the bus home.
- Any adults designated as pick up persons will drive to the gym area **with your student's identification number visible to the attendant**. The attendant will radio into the school and your child will be released. The students will begin to be dismissed at **3:30, ending at 3:45**.
- After your child is in the car, please proceed to the exit.
- **All students are expected to be picked up by 3:45 PM .**

Please remember you can email dismissal notes and absent excuses to  
**[meattendance@generalmclane.org](mailto:meattendance@generalmclane.org)**