

## Arrival and Dismissal Procedures

### Arrival

- Our school doors will open at 8:30 am. We are not permitted to allow students in the building prior to 8:30 due the BCPS Policies.
- All students will enter through the front lobby and proceed to their classroom.
- Pre-K students will line up in the cafeteria with their class.
- No visitors are permitted past the lobby unless they have signed in with the office and have a BCPS visitor's badge.

### Dismissal

We will only be dismissing from three doors / areas. Listed below are the time and dismissal doors for each grade level.

| Dismissal Door / Area   | Grades   |
|---|--|
| Front Lobby   | 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> Grades |
| 2 <sup>nd</sup> Grade Outside Classroom Doors (Front of Building) | 2 <sup>nd</sup> Grade  |
| Side Doors (Kindergarten - Playground side)                       | Pre-K, Kindergarten and 1 <sup>st</sup> Grade                  |

### Dismissal Times

| Time    | Grades  |
|---------|---|
| 3:13 pm | Bus Students, 5 <sup>th</sup> Grade and 1 <sup>st</sup> Grade |
| 3:15 pm | 2 <sup>nd</sup> Grade and Kindergarten                        |
| 3:17 pm | 4 <sup>th</sup> Grade and Pre-K                               |
| 3:20 pm | 3 <sup>rd</sup> Grade   |
|         |   |
|         |   |

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- Pre-K, Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> Grade students must be picked up by an adult who is listed on the Emergency Dismissal Form.
- 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Grade students may walk home on their own.
- In order to keep our students as safe as possible, all teachers will have each child's Emergency Dismissal Form. Students in Pre-K, Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students are only permitted to be released to adults listed on the Emergency Dismissal Form.
- After normal dismissal (3:25 pm) any student not picked up must be brought to the office. At this time, the parents / guardians will be called to pick-up the student. Students are only allowed to be released to adults listed on the student's Emergency Dismissal form.

