



**iPREP ACADEMY PK – 5<sup>TH</sup> GRADE  
ARRIVAL/DISMISSAL PROCEDURES FOR PARENTS  
2016-2017**



School Hours:

Pre-K through 1<sup>st</sup> Grades: 8:20 a.m. – 1:50 p.m. daily

2<sup>nd</sup> through 5<sup>th</sup> Grades: 8:35 a.m. – 3:05 p.m. daily

**WEDNESDAY – Dismissal at 1:50 p.m. for Grades PK - 5**

Breakfast: Pre-K through First Grade (7:35 a.m. – 8:05 a.m.)

Breakfast: Second through Fifth Grade: (7:50 a.m. – 8:15 a.m.)

**ARRIVALS**

In order to maintain a safe and orderly arrival for all our students, we ask that you are courteous and patient with others.



**FOR YOUR CHILD'S SAFETY:**

**PLEASE DRIVE 5 MPH – WE LOVE OUR CHILDREN.**

**PLEASE DO NOT GET OUT OF YOUR VEHICLE AT ANY TIME. THIS IS A DRIVE-THRU ZONE. WE WILL ASSIST YOUR CHILD IN GETTING HIS/HER BELONGINGS FROM THE VEHICLE. PLEASE MAKE SURE YOUR CHILD IS SEATED IN THE BACK SEAT OF THE PASSENGER'S SIDE. PLEASE MAKE SURE BELONGINGS ARE INSIDE THE VEHICLE AND NOT IN THE TRUNK.**

**PLEASE MAKE SURE TO PULL FORWARD TO THE YELLOW BOLLARDS BEFORE ALLOWING YOUR CHILD TO GET OUT OF YOUR VEHICLE.**

**PLEASE DO NOT GET TOO CLOSE TO THE VEHICLE IN FRONT.**

**PLEASE MAKE SURE TO LOOK FOR CHILDREN BEFORE BACKING UP.**

**PLEASE DO NOT ATTEMPT TO PASS VEHICLES AHEAD.**

**PLEASE BE COURTEOUS OF OUR TEACHER'S PARKING SPACES.** Although the signs have not yet been updated, this is strictly a Faculty/Staff Parking Lot. Visitors are encouraged to park around the vicinity or behind the Parking Garage if you need to visit the school. If you have a scheduled meeting, please let our Security Guards know so that parking arrangements can be made.

**Pre-Kindergarten:** Students will be dropped off in the parking lot adjacent to the PLC/iPrep entrance between the hours of 7:30 a.m. until 8:15 a.m. Students will then report to the **PRE-K HOLDING ROOMS 103 & 104** where supervision will be available

from 7:30 a.m. until 8:10 a.m. Students in Pre-Kindergarten will be picked up by their teachers by 8:10 a.m.

**Kindergarten and First Grade:** Students will be dropped off in the parking lot adjacent to the PLC/iPrep entrance between the hours of 7:30 a.m. until 8:15 a.m. Students will then report to the **CAFETERIA** where supervision will be available from 7:30 a.m. until 8:10 a.m. Students in Kindergarten and First grade will be picked up by their teachers by 8:10 a.m.

**Second Grade:** Students will be dropped off in the parking lot adjacent to the PLC/iPrep entrance between the hours of 7:40 a.m. until 8:20 a.m. Students in second and third grade will be picked up by their teachers in **iPLAY** by 8:20 a.m.

**Third - Fifth Grade:** Students will be dropped off in the parking lot adjacent to the PLC/iPrep entrance between the hours of 7:40 a.m. until 8:20 a.m. Students in third - fifth grade will be picked up by their teachers in **P.E. HARD COURT** by 8:20 a.m.

**Supervised arrival activities take place as follows:**

- For the safety of all students, parents will be allowed to walk their child into the school on the FIRST THREE DAYS ONLY. The parking lot has been designated as a DROP-OFF ZONE. There are two lanes. The lane on the right hand side has been designated for drop-off as the lane on the left is the bypass area. Again, please do not stop, park or get out of your vehicle to open your car's trunk or doors as this creates a safety hazard and delays traffic in the area. Your child must gather all of his/her belongings and exit the car quickly and safely on the passenger side (right hand side).
- In an effort to alleviate traffic, please make sure your child has all their belongings prior to exiting the vehicle.
- Students may not arrive to school earlier than 7:30 a.m. Before School Care is NOT available.
- Students arriving before 7:30 a.m. must be accompanied. Unaccompanied students will receive a written notification warning.
- The tardy bell rings at 8:20 am for Pre-K through First Grade students and 8:35 am for Second through Fifth grade students. All students not inside their classroom upon the ringing of the tardy bell must report to the Main Office to obtain a tardy pass.
- During the 1<sup>st</sup> three days of school: Limited parking will be available in the Drop-Off/Pick-Up area, therefore, please plan to park at the Fortress Parking Lot located on SBAB Parking Lot # 6 located at N.E. 16<sup>th</sup> street and N.E. 1<sup>st</sup> Avenue.
- During arrivals, please be courteous to drivers dropping off their children. Do not cut anyone off or skip parents who have been patiently waiting in line.

- During Drop-off, please WAIT to arrive to the yellow bollards so that your child can properly exit the vehicle. You are not to allow your child to exit while in the lane towards the back as this creates an extreme safety hazard.

### **ARRIVAL DURING INCLEMENT WEATHER**

During inclement weather, arrival procedures will be modified for the safety of our students. All students in grades Pre-K – 2 will wait outside of their classes in their respective areas. Students in grades 4 and 5 will be redirected to report to the main hallways.

As you can imagine, traffic will be heavy during the morning when it is raining. Please allow ample time for your child to arrive to school on time and follow the established procedures to assist us in maintaining a safe and orderly arrival for all students and staff. Please make sure your child has a raincoat and/or umbrella during rainy days.

### **DISMISSAL DURING INCLEMENT WEATHER**

It is critical for our students to know and understand plans for rainy day dismissal. In the event severe weather strikes before or during the school day, for your child's safety, please discuss in advance with your child what you wish him/her to do if it rains during dismissal. Parents will be allowed to pick up students directly from their classrooms.

### **DISMISSAL PROCEDURES**

To ensure the safety of our students, the following procedures have been established according to the needs of the student body and the ability of school personnel to concur with these needs. Dismissal activities should be accomplished within a few minutes following dismissal time.

Pre-K, kindergarten and first grade students are dismissed at 1:50 p.m. daily. All other students are dismissed at 3:05 p.m. daily, except on Wednesdays which dismissal is at 1:50 p.m. for all students in grades PK-5. Students in Pre-K through first grade cannot be kept in the classroom or the office until older brothers, sisters or relatives are dismissed at 3:05 p.m. However, you may enroll your child in the Story Hour Program (1:50 p.m.-3:05 p.m.) should you need to pick up siblings or relatives at 3:05 p.m.

- During dismissal, you may NOT park your car in the drive-thru lanes. Please do not stop your car in the middle of the street to pick-up any students. There is no parking allowed on 15<sup>th</sup> Terrace.
- Students in Pre-Kindergarten through grade 5 who go home by way of car must be picked up from our Parent Pick-up area, directly from the students' teachers.

### **Supervised dismissal activities take place as follows:**

#### **PARENT PICK-UP**

- When picking up your child, he/she must remain with his/her teacher or the school security monitor until you pick him/her up. Do not make arrangements for

your child to wait for you in any areas that surround the school, since they are not allowed to be unsupervised at anytime while on school grounds. All students must be under the direct supervision of staff at all times.

- Students who are picked up by their parents will be escorted and supervised by their teacher or designated school personnel to the appropriate Pick-Up area where they will wait for their parents. Again, students may not wait for parents to pick them up anywhere other than the designated area where they are supervised by their teachers. Once you pick up your child, he/she is solely your responsibility, therefore, your supervision is required at all times. Please do not allow your child to go to the playground area on their own if you have to speak to the teacher. Your child must be with you at all times once you pick him/her up. Please make sure you ALWAYS accompany your child when crossing the street on 15<sup>th</sup> Terrace, Biscayne Blvd., and/or NE 2<sup>nd</sup> Avenue. Please obey all Pedestrian signs.
- **ONLY** those persons listed on your child's registration form are considered authorized. Family members, if not listed, are not considered authorized to pick up your child. Verification by the after school care program manager or administrator will be made before any child is released to a person not listed on the registration form. In the event of an emergency, please email [aadiaz@dadeschools.net](mailto:aadiaz@dadeschools.net) and [hbolado@dadeschools.net](mailto:hbolado@dadeschools.net) if you plan to make changes.
- When picking up your child in the Drop-Off/Pick-Up area, you must pull up as far as possible in the designated area to allow your child into the vehicle. Your child will enter from the inside lane and only through the car doors located on the right hand side.
- Designated Dismissal Area: Students in Pre-K through Fifth grade must be picked up in the parking lot adjacent to the PLC/iPrep entrance.
- There is no parking in the Drop-Off/Pick-Up areas of the school or in the passing lanes. Parents are strongly discouraged from parking on 15<sup>th</sup> Terrace as this will result in fines or citations.
- Parents must be available to pick up their child immediately at 1:50 p.m. and/or 3:05 p.m. (depending on their grade level). Students are not to be left on school grounds 10 minutes after dismissal unless they are enrolled in our After-School Care Program. It is the parents' responsibility to be prompt in picking up their child daily.
- Students who are not picked up within 10 minutes after dismissal may be placed under the supervision of the After-School Care Program personnel where a charge **will be** incurred by the parents.