Bayberry Elementary School
Arrival & Dismissal Procedures

Morning Drop-Off
In an effort to ensure the safe arrival of all of our students, please be advised of the following procedures for morning drop-off of students:

- Buses will be the only vehicles permitted in the front of the building. This area will have cones restricting access from 8:10 am - 8:50 am. There will be a staff member directing parents/guardians to the appropriate student drop-off area.
- Parents/Guardians dropping students off will enter at the upper driveway and follow to the side of the building where a staff member will assist your child(ren) into the building. It is imperative that parents/guardians stay in their vehicles and follow the exit route in a timely manner. Student drop-off will occur between 8:20 am - 8:40 am. Please do not drop your child off prior to 8:20 am as there will not be supervision at that time.
- Only students who are enrolled in and attend B.E.S.T. will be permitted into the building prior to 8:20 am.
- In order to ensure the safety of our students and maintain the security of our building, any student arriving after 8:40 am must be escorted into the school by a parent/guardian. Parents/Guardians may park in the lower lot and escort their child(ren) into the school. Students arriving after 8:50 am will be considered tardy (see Board of Education Policy 5420) and must be signed in for the day.

Dismissal Procedures
To ensure the safe dismissal of all of our students, please be advised of the following procedures for the dismissal of students:

- Parents/Guardians will not be permitted to enter the building to sign a child(ren) out for the day after 2:45 pm unless otherwise directed by school nurse or building principal.
- Buses will be the only vehicles permitted in the front of the building. This area will have cones restricting access from 3:00 pm - 3:45 pm. There will be a staff member directing parents/guardians to the appropriate pick-up area.
- Parents/Guardians picking up students will park at the lower lot and report to the side of the building where a staff member will check for appropriate credentials and radio into the building for your child(ren) to be released. Please note, pick-up will start once the buses have departed from the school.
- In order to ensure the safety of our students and maintain the security of our building, any parent arriving after 3:45 pm will be required to come into the building and sign his/her child(ren) out from the main office.

Excellence on the Hill
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- Students will be called for dismissal in the following manner:
  - B.E.S.T.
  - Buses
  - Parent Pick-Up

Excellence on the Hill