



ETHEL KOGER BECKHAM K-8 CENTER

Nurturing Every Child's Potential

Arrival and Dismissal Procedures

For the safety of all students and staff, the building will only be opened for students, staff and authorized guests. The following procedures will be in effect:

ALL parents and visitors will continue to check in at the main entrance of the school and must present a valid ID to sign in and obtain a Visitor Pass.

ARRIVAL PROCEDURES

ONLY students may enter the school building using the following supervised entrances listed below. In order to maintain traffic flow parents/guardians will remain in their vehicles during student drop off. Parents/Guardians visiting the campus on official business, must call the main office to make an appointment.

Grade Level	Arrival
PK-8	Bus drop off at main entrance driveway
PK-3	Parent/Guardian drop off at main entrance driveway
4-5	Parent/Guardian drop off at P.E. pavilion rotunda
6-8	Parent/Guardian drop off at main entrance of Upper Academy Building
<i>Before School Care will be available beginning at 7:00 AM.</i>	

Please note that free breakfast is available for students. Students participating in the breakfast program will be available in the cafeteria between **7:50 AM – 8:25 AM**. Students will eat breakfast in the Cafeteria. Hand sanitizer is available for student use.

Students who are not participating in the breakfast program will be guided to report to their classrooms or designated areas. The designated areas are as follows:

Grade Level	Safe Holding Areas for Arrival
PK-Kinder	Pre-K Hallway
1 st & 2 nd	First Grade Hallway
2 nd & 3 rd	Horizon Hallway
4-5	PE Pavilion
6-8	Upper Academy Spill Out

DISMISSAL PROCEDURES

Parents/guardians will remain in their vehicles during dismissal of students if utilizing the driveways. Only students may access the covered walkways to exit the building. **Parents/Guardians are not to congregate at any of the exits or sidewalks as this interferes with students having the necessary space to exit the building.** Parents should have a car sign displayed on the dashboard indicating the student(s) information to be used to identify students at dismissal. Students will be called once the parent/guardian has arrived.

All Students will be dismissed from their designated dismissal area as follows:

Grade Level	Dismissal Parent Pick-Up Area	Dismissal Times
PK- Kindergarten	Upper Academy Rotunda	1:50 PM: Monday, Tuesday, Thursday, Friday *Wednesday is early dismissal PK-8 th Grade please arrive early
First Grade	Front Building Driveway	1:50 PM: All Days
Second Grade	Front Building Driveway	3:05 PM: Monday, Tuesday, Thursday, Friday 1:50 PM: Wednesday ONLY
Third Grade	Front Building Driveway	
Fourth Grade	Physical Education Rotunda	
Fifth Grade	Physical Education Rotunda	
Sixth, Seventh and Eighth Grade	Upper Academy Rotunda	
Bus	Students will be dismissed at 3:00 PM at the front of the main building	
After School Care	Students will report to the Cafeteria and Upper Academy Outdoor Dining area.	
Walkers	Students who walk home will be dismissed from the designated dismissal area.	

**Parents may request in writing a single pick-up location for households with students in multiple grade levels.*

The entrance of the school sidewalk must remain clear at **ALL** times. A designated “Walker” area will be marked for those parents who walk to school to pick up their child. All others must remain in their vehicle at all times in order to abide by the social distance guidelines.

Protocol for early dismissal will be followed in order to adhere to CDC guidelines related to maintaining social distancing. Early dismissal is NOT available within 30 minutes of the scheduled dismissal time. After school care dismissal procedures are delineated in the After School Care handbook and begin after the regular dismissal time. Parents entering the building to sign out students for early dismissal must adhere to main office capacity restrictions as well as complete a health screening check and temperature check. Security personnel will screen parent/visitor and determine entry upon existing main office capacity. In the event the main office is at capacity, parent must wait in their vehicle for call back from main office personnel to enter building.

SEVERE WEATHER DISMISSAL: In the event of severe weather to include heavy rain, thunder and/or lightning storms, please note that students will not be dismissed until the weather subsides. It is recommended that all students carry a poncho/raincoat in their backpacks daily since our hallways are open. To ensure student safety, students will remain in their classroom until a safe dismissal can be ensured. Parents will be able to pick up students in a staggered manner.

Please understand that these procedures have been established to ensure the safety and well-being of our students which is of paramount importance to us. We ask for the cooperation and support of all families with the established arrival and dismissal procedures.