

Car Rider Line Gate Procedures

Effective 3/12/18 we will begin using the recently installed gate at the car rider line. This gate will open in the morning for staff arrival and car riders.

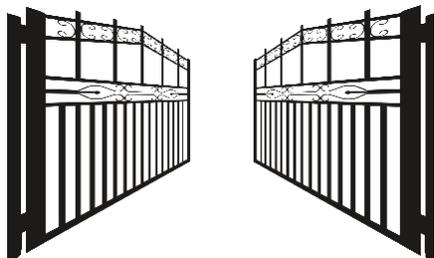
7:50am* – Gate secured – this is when the tardy bell rings. Parents arriving after this time will need to sign their child in at the main office.

2:00pm – Gate opens – The gate will open at this time for car riders. Car riders should not arrive prior to this time to avoid traffic backing up into the road.

The gate will close at the end of the day when our day care program concludes.

Note – it is not safe to drop a student off in any parking lot, driveway or on Haggard Ave

**On occasion, the arrival time will be extended due to excessive traffic or other condition that causes a delay with arrival and safe drop-off of students.*



Lunch Buddies

We welcome guests for lunch; however, we need to consider the space available.

The intent is for parent and child to have lunch together. This is not intended to be a gathering for large groups.

Students are not permitted to have a friend or relative join them from their class or other class unless the parent of that friend/relative is also present.

Guests must have a lunch buddy visitor tag and are only permitted in the common area.

Visitors are unable to return with the student to class or to recess with the class.

Guests are not able to eat in the cafeteria due to limited seating designated for students.

Please help to keep the lunch area clean!



Elon Elementary School

510 E. Haggard Ave.
Elon, NC 27244
(336)538-6000 phone

ELON ELEMENTARY SCHOOL School Safety Procedure = = Updates March 2018 = =

Visitors & Hours of Operation

Our school opens at 7:30 am for students and guests and closes at 4:00, unless otherwise indicated.*

All visitors must check in at the main office and obtain a visitor tag. This is part of our school safety plan. Visitors without a pass will be asked to check in at the main office.

After school parent conferences and meetings are typical activities. All visitors will need to report to the main office and we will call to the classroom for the teacher. *Conferences scheduled after 4:00 will include special directions from the teacher.*

Drop in conferences may not always be possible. Our emphasis on instructional time does not allow teachers to leave class for a conference during the instructional day.

**Day Care Program operates in the gym/cafeteria area. After school clubs are managed by teachers and have established guidelines on pick up times and locations.*

Clubs and After-school student activity

All after school clubs will dismiss at the scheduled time in the car rider area. If you need to pick your child up early that needs to be communicated with the group leader in advance. The main office closes at 4:00 and Day Care staff cannot help to get students from a club.

To avoid traffic back-ups and delays, please remain in your vehicle at pick up time.

Student organization meetings will provide specific information for parents if the procedures for pick up differ from the car rider area.



Tardy Students

The tardy bell rings at 7:50 for all Elementary schools in ABSS. Morning announcements begin at this time. Students arriving after 7:50 need signed in at the main office by a parent or guardian.

We dismiss at 2:35. Students remaining at school after the car rider line and walk up line concludes will be brought to the main office where a parent will be contacted. Parents will sign students out when picked up late from the main office or designated area.

Students will not be called to the office during dismissal with a transportation change. All changes need to be made by 1:00.

Persistent tardies will be addressed by student support service team and administration.

Little Phoenix Day Care Procedures

Our After School Day Care operates in the gym, cafeteria area, outdoor areas and computer lab with occasional library time.

Pick up is through the gym door area in that lobby. Parents sign their child out at pick up time with the group leader.

There is no access to the rest of the school unless arranged with a teacher or school staff member. **Note: the school closes at 4:00.**

The doors to the main part of the building will be secured. Day Care staff will have access for day care needs. They will use walkies to communicate and to call for students.

Students, parents and visitors are not permitted to go to classrooms to obtain a forgotten item or to visit with a teacher. If a teacher is expecting a visitor, they will meet in a designated area planned in advance.

Day Care staff are not permitted to leave their group to escort others through the building.

