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Atkinson Bear Community C.A.R.E.S
Challenge ~ Responsibility ~ Self-Control
Acceptance ~ Empathy

Good Evening Atkinson Families,

I hope this email finds you well and your children enjoying these first few days of school. Below are some changes in our arrival and dismissal procedures, as well as a clarification on absence, tardy and early dismissal procedures.

Arrival Time - We will begin unloading vehicles at 8:15 in the morning. We will be dismissing students beginning at 3:00 for car riders. Busses will be unloaded as they arrive at school, and students will be dismissed to busses as they arrive at school.

Car Rider Procedures:

Parents, please remain in your vehicle at all times. If you must leave your vehicle, please pull into a parking spot or over to the side, communicating to the staff. We ask that you wear a mask if exiting your vehicle.

1. Place the name card that lists your student's grade level and last name on the right-hand dashboard.
2. As you enter the yard, drive slowly and stay in a single file line.
3. Once you have rounded the curve in front of the school, you will be directed to split into two lines.
4. Both front cars should pull up to the stop sign and wait for staff.
5. Students will be loaded and unloaded from the right side of the vehicles only. This is to ensure the safety of both students and staff.
6. We will load and unload groups of cars. Once the group is ready, a police officer, crossing guard, or staff member will signal that it is safe to do so. **Please do not leave the yard until you are signaled to do so.**
7. On most days, unless there is another emergency, there will be two officers (at least) directing traffic. One officer will be at the corner where we split the cars into two lines, and one directing the traffic to move out of the yard.

The following is a message from Chief Crowley and the Atkinson Police Department:

We would like to reiterate that student safety is paramount. Please follow the directions of officers and school staff in organizing the drop off and pick up of students. Student should only exit/enter vehicles on the passenger side. Whenever they are stopped in the driveway, please put the vehicle in park and wait for a signal to move. Once all the students from a group of vehicles have exited/entered and it is safe to do so, the signal will be given to move. Please wait for that signal even though your child has exited/entered your vehicle. It may be a little slow as we start the year but with everyone working together, we can help assure a safe arrival/dismissal and wait time should shorten as we get further into the school year.

If you have not received the sign for your car from the school, or if you need an additional sign for a second vehicle, please notify Janice Locore at extension 6300.

Absent Procedures – Please note, this applies to all students, even on remote learning days.

1. You may use Pick-Up Patrol to communicate an absence, tardy or request an early dismissal.
2. You may call the office and leave a message on the absence line, extension 6304.
3. Please do not email you child's teacher unless you do so well in advance. Once school has started, teachers may not have a chance to look at their emails until after school hours.

It is important to call your student in for any type of absence or dismissal. If you need clarification on this process, please call Janice Locore at extension 6300. She would be happy to speak with you at any time.

Thank you for your continued support. Do not hesitate to reach out to me if you have any questions.

Respectfully,

Patrice L. Liff