

SPRAGUE ELEMENTARY SCHOOL

ARRIVAL AND DISMISSAL PROCEDURES

Arrival:

1. Please use the Huntington Avenue entrance to enter the car drop off lane. **This is a one way entrance.** As you pull around to the right side of the building follow the lane to loop around to the side door that enters directly into the gym. A staff member will greet your child at your car door. Please stay in one line and do not cut through the driving lane. Please do not idle as you wait in line for the door to open. Remember that a school zone is a smoke free environment. You will continue around the building and exit onto Thomaston Avenue.
2. The doors will open at 7:40 am. Staff is not on duty to supervise children until that time.
3. **DO NOT** drop your child off in the bus lane which is located in the front of the building. This is a serious safety issue!!

Dismissal:

1. Walkers (*there is no car involved in pick up - you walk to the school*) will be dismissed at the side door by the playscape. Once the teacher on duty sees your child, they will be sent out to you.
2. Car pick up students will be dismissed out of the side door in the gym using the same procedure as the morning drop off. Please remain in your car and as you pull up to the door and a staff member will walk your child to the car door.

Students who need a dismissal change on a particular day must bring a note to school on that day indicating this change.

STUDENTS WILL NOT BE ALLOWED TO MAKE A CHANGE IN THEIR REGULAR DISMISSAL UNLESS WE ARE NOTIFIED BY THE PARENT.