



Mike Davis Elementary School

7:45 am Students may arrive on campus
7:45-8:15 Breakfast is served
8:00 - 8:25 Students report to class
8:25 - 2:50 Students' school day
10:35 - 1:00 Lunch service schedule, 40-minutes per class, lunch/ recess
2:50 - 3:05 pm Staff supervision of student dismissal

Arrival Procedures

1. Children may arrive on school grounds at 7:45 am when supervision will begin. This is extremely important, if your child is dropped off earlier, there is not any supervision.
2. If you require an earlier drop off time, please contact our ASP Director, Ms. Letty, to register your child for Before School Care.
3. Breakfast is served from 7:45 until 8:15 am.
4. Students are allowed into their classrooms at 8:00 am.
5. The tardy bell rings at 8:25 am.

Busses will load and unload in the bus loop. This loop is "off limits" to all other traffic between the hours of 7:30 - 8:30 am, and also between 2:00 - 3:10 pm.

Parents who have business in the school or who wish to escort their children to and from the building, must park in a parking space and cross their children to the sidewalk.

Please honor the following guidelines, which ensure the safety of our children:

- A) Cars must be parked in a parking space; not in the drop off/pick-up area.
- B) Cars should never be left running when the driver is not in the car.
- C) Students are to be walked to the main entrance by a parent if the child is tardy.

PLEASE REMEMBER — FOR THE SAFETY OF OUR CHILDREN, ALL VISITORS ARE REQUIRED TO SIGN-IN AT OUR FRONT OFFICE.

Dismissal Procedures

1. Students are dismissed from their classrooms at **2:50 p.m.**



2. Whenever possible, please schedule your child's appointments outside of school hours. However, if you must pick up your child during the school day, please note the guidelines:

Parents should report to the front office and have the secretary call to the classroom. For early dismissal, students will not be called down to the office until parents arrive in the front office. Arrangements for dismissal should be made before 2:00 P.M. No early dismissal after 2:00. Parents will need to wait for the 2:50 bell.

3. To expedite the car line at dismissal, every car should have a sign with the name(s) of students clearly displayed in the front window. Please make sure your child is picked-up by 3:00 PM.

Transportation

Your child's safety while traveling to and from school is of great importance to us. To ensure his/her safety, please notify the teacher of the method by which your child will arrive and depart, i.e., walker, biker, car rider, or bus rider. If it is necessary to change methods (even for a day), you must notify the teacher in writing or your child will travel as previously arranged.

Absences

A child who is ill with fever, stomachache, headache, nausea, or similar illness should not be sent to school. In the event there is presence of any contagious illness such as a rash or pink eye, a doctor's letter is required for the student to be readmitted to school. Parents are urged to inform the school when children are absent by calling the school office at 377-9000.

Change of Address

It is very important, for emergency and administrative reasons, that every child maintain an up-to-date address record at the school office. Notify the school immediately if you have a change of address or phone number during the school year.

Emergencies

In the event there is an emergency involving your child, it is essential that the office be able to contact you. Please be certain that we have on file your correct home phone number and address, your work phone number and address, and the name, address, and phone number of a person to contact in the event you cannot be reached. If this information changes during the course of the year, please notify the office immediately of these changes.