

# Welcome to J. Fred Sparke Elementary School!

Enclosed are tags for the students.

- ❖ **Name/class tag** for each child to wear during the **first two weeks** of school. This will help us make sure that each child finds his/her class each morning.
- ❖ **Bus identification tag** for children who take the bus to school. Please **attach this tag to your child's backpack** using a plastic tie or string. This will help us get children onto the correct bus each afternoon.

## **ARRIVAL PROCEDURES**

The school day begins promptly at 9 a.m. In order to ensure proper supervision, children should not arrive before 8:50 a.m.

**Bus Circle/Parking Lot Traffic:** The bus circle and parking lot will be closed to traffic except buses from 8:40 a.m. until 9 a.m. Parents who drive their children to school are asked to park on Condor Road and walk their child to the entrance of the school. (Once we know what time the buses finish coming through, we hope to be able to open the lot to cars for parents to drop students off using a "Kiss-and-Go" procedure).

**Walkers:** Children who walk to school enter the building through the main entrance.

**Buses:** Buses will drive around the bus circle and drop students off at the east wing of the building. Children who take the bus to school will remain seated on the bus until they are given the signal to disembark. We will unload one bus at a time. Students will enter the building through the doors at the east wing.

### **Class Line Up:**

**Kindergarten** students will line up with their classes in the general purpose room.

**First graders** will line up with their classes in the gym. After the first day of school, only students will be permitted to wait in the building.

## **DISMISSAL**

At the end of the day, students who take the bus will line up in the gym. They will be escorted to the buses by a teacher. They will exit the building via the east doors.

Students who walk to school will exit the building through the main doors at 3:20 p.m. Teachers will escort students across the crosswalk and to the fence of the school, where the students will be dismissed.

To reduce congestion in front of the building and to decrease the likelihood of accidents and confusion, please keep walkways clear and wait for your child outside the gate to the school. For safety reasons, do not stand in the road or sit at the curb. We ask that you stand on the blacktop and off the sidewalk, leaving the sidewalk clear for the classes to use as they walk to the dismissal area.