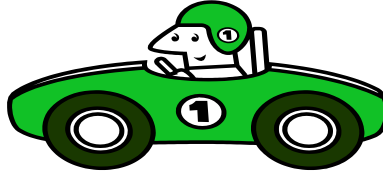


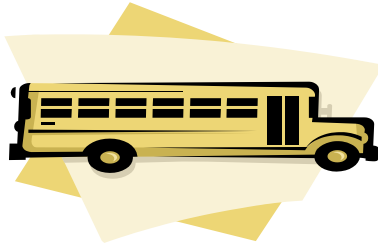
## La Vernia Primary Drop Off/Pick-Up Procedures – 2015-2016



1. Our school doors open at 7:00 AM with supervision.
2. **Car Line:** Students will be assisted from their cars by a staff member on the Alexandria Street (gym) side of the school as well as the front of the school. The car line will operate from 7:00 – 7:45 AM. Students will be marked tardy after 7:45 AM. **School begins at 7:45.** Please be aware that breakfast will be served from 7:00- 7:35. If your child eats breakfast at school, please plan accordingly. Students will need to be in class at 7:45 AM. In addition, the **doors will be locked at 7:45 AM.**
3. Do not drop your child off in the parking lot. Parents wishing to walk their child into the building must use the crosswalk and escort the child all the way to the building at the **front** entrance off of FM 1346. We ask that parents not park in the faculty parking lot on the Alexandria side of the school.
4. **After the first day of school, parents will NOT be permitted past the front office.** Children will be monitored as they enter the hallway and assisted to classrooms by staff members. We are always concerned about the security and safety of our school. We also strive to teach our children independence. Allowances will be made for our youngest learners during the first week of school.
5. **Student Pick Up:** School is dismissed at 3:15 PM. Students will be brought out to the car lines. Students will sit with their classes and wait to be called and assisted to the car by a staff member. Pre-Kindergarteners, Kindergarteners, and some first graders (Byrom, Blandford, Burg, Coleman, Ballenger, and Hendrickson) will be on the gym side of the school (Alexandria Street). All second graders and some first graders (Krueger, Pressley, Pietka, Evans, and Brooks) will be on the front side of the school. Siblings will sit together on the side of the youngest child. If you are also picking up older siblings from the Intermediate School, they will be with the youngest member of the family. If picking up Intermediate children, please use the line closest to the road. This will help us speed up Primary only dismissal. **No child will be placed in a car without a car tag. Be sure the visor tag is in the vehicle. Failure to have a tag will require the adult to go to the office in order for the child to be released. Once a parent receives a paper tag, the parent will have to get back in the car line.**
6. Parents are NOT to walk to the covered areas to take a child. **We ask all parents to use the car line. After the first couple of weeks it only takes about 15 minutes to clear the line.**

\*\*\*All students, car riders, and bus riders, are asked to keep their transportation tag attached to their backpack at all times. This tag is coded and assists in the safety of all of the children. \*\*\*

## La Vernia Primary Arrival and Dismissal



- 6:50 AM** Buses begin to arrive
- 7:00 AM** Doors Open and Car Rider Line Begins
- 7:00 AM** Breakfast is served
- 7:30 AM** Children dismissed to classrooms
- Teachers welcome students
  - Daily folders are collected and checked for notes/cafeteria payments/homework etc.
  - Students prepare for the day
- 7:35 AM** Breakfast Closes
- 7:45 AM** Car Rider Service Ends and Class Begins
- Pledge of Allegiance
  - Pledge to the Texas Flag
  - National Anthem
  - Minute of Silence
  - School wide Expectations
  - Instruction begins\*
- 3:15 PM** School is dismissed

**\*After safety, instruction is our number one priority at La Vernia Primary. To minimize disruptions in the classroom, deliveries such as snacks, birthday treats, jackets, etc. will be made by school staff. Parents wishing to visit or speak with the teacher need to contact the teacher and make arrangements. You are always welcome at lunch time to eat with your child.**

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