

McKelvie Intermediate School

Arrival & Dismissal Procedures

School Hours: 8:50 – 3:15

Arrival

Before School Program	Students may be dropped off for the Before School Program at McKelvie beginning at 7:30 am. Students are to enter the cafeteria door to the left of the Main Entrance. A teacher will be present to sign students in upon arrival.
Bus Drop Off	Busses will drop students off at the pavement at the south end of the building. On days with inclement weather, busses will drop students off to enter the building at the south entrance door.
Parent Drop Off	Parents may begin dropping off students beginning at 8:25 am at the Main Entrance of the building. Students will then walk to the playground area via the walkway. No students may be dropped off at the canopy.

Dismissal

Bus Dismissal	All students will exit the building and load the busses simultaneously at the south end of the building.
Walkers/Parent Pick Up <u>Requires a note</u>	Walkers refer to those students who: ride their bike, walk to their home, or meet a ride in the parking lot or other location. The Main Office will maintain an updated list of students who are considered walkers. Students with last names A-J will be checked out and dismissed at the main entrance doors. Students with last names K-Z will be checked out and dismissed at the canopy.
Escort <u>Requires a note</u>	Any parent who wishes to enter the building to escort their child out may do so at the appropriate location. The Main Office will maintain an updated list of students who are considered a parent escort. Students with last names A-J will meet their escort by the Main Office. Students with last names K-Z will meet their escort under the canopy.