

2010/2011

KIEL SCHOOL A. M. DROP OFF PROCEDURE

PLEASE NOTE THAT THE MAIN DRIVEWAY IS FOR BUSES ONLY. Our hope is that parents will take advantage of the busing provided by the district and that drop offs will only be made in the case of an emergency.

When drop offs are absolutely necessary for our students, cars should enter the Glenn L. Sisco Building driveway next to the Firehouse. **Proceed around the entire Sisco building. The playground will be on your left. Parent drop offs will be along the curb.** All students should then proceed to the Kiel front door to enter the building. Teachers will be on duty to ensure the safety of the children. All cars should immediately exit the same driveway they entered. Our custodians and teaching staff members are there to safely direct the flow of cars and buses. Please listen to their directions politely. Remember, the safety of our children comes first!

KIEL SCHOOL P.M. PICK UP PROCEDURE

It is also our hope that parents will keep pick ups to a minimum.

Children must bring in a note/pick up slip each and every day they are being picked up. Please include the following information on all notes:

- Date, time and reason for pick up
- Teacher's name
- Student's full name
- Parent's full signature

Unless we obtain a written request from you stating otherwise, your child will not be permitted to deviate from the manner he/she arrives or departs from school. In other words, if he/she will be picked up by you or someone else or is to remain after school for a township recreation program, or other such program, we must receive this request in writing. Such verbal requests on the part of the child will not be recognized. If your child does not have a note to remain after school, he/she will be sent home as usual.

KIEL PROCEDURES: When you need to pick up your child at dismissal time, you must park at the Glenn L. Sisco School parking lot and report to the Kiel multi-purpose room to sign your child out. **STUDENTS WILL NOT BE RELEASED WHILE BUSES ARE LOADING AND EXITING THE SCHOOL PROPERTY.** Students are released for pick up at 3:25 p.m.

KINDERGARTEN PROCEDURES: Students are released for pick up at 1:25 p.m. No pick up calls will be accepted by the office after 1:05. We ask that you not come to school to pick up your child without prior notification to the office.

KED PROGRAM: Teachers will walk students over to the Kiel School for dismissal. Teachers will wait with students to ensure that the children are placed on the proper buses. Please dress students accordingly for the walk to the Kiel School. If you need to pick up your child at dismissal time, please send a note with them to KED. In the case of an emergency after 1:20, please notify the Kiel School that you will be picking up your child involved in the KED program. The number for the Kiel School Office is 838-0611. You must park at the Glenn L. Sisco Building parking lot and report to the Kiel school cafeteria/multi-purpose room to pick up your child.

PARKING AT KIEL SCHOOL

Parking at Kiel School is extremely limited. Parent volunteers and visitors may park in any available space in the front of the building. If no spaces are available, park in the marked spaces in the Glenn L. Sisco building parking lot. **Cars blocking driveways and/or fire access lanes may be ticketed.** Our goal is to work together in an effort to make student arrival and departure as safe as possible.