

## Austinburg Elementary Procedures

Please watch the website: <http://www.genevaschools.org>

### AM DROP OFF:

We have a bus loop and a student drop off loop. The bus loop is on the east side of the building with its own separate drive and the students riding the bus will enter the building on the east side. The student drop off loop is at the front main door on the north side of the building. Parents dropping off, please pull all the way up to the crosswalk. There will be a staff member standing at the door indicating the drop off area. Please continue pulling up until you are next to the front entrance. For supervision purposes, all drop-off students will enter the main doors by the office. If your child participates in the breakfast program, please drop off at 8:25 a.m. If not, please drop off between 8:30 and 8:40 a.m. **DO NOT DROP OFF STUDENTS BEFORE 8:25 a.m.** because there is no supervision until that time. Please be considerate of those behind you when dropping off your child.

If you are walking your child into the building, you will park in the parking lot and cross car traffic with your child. Please be respectful of the teacher's morning routine and let your child walk to class on their own. If you **MUST** walk your child to the classroom, you are required to sign in at the office and pick up a Visitor's Name Tag. You may then drop them off at the classroom door and depart. To discuss classroom issues with the teacher, please call and set up a time.

### BREAKFAST:

Students who participate in the breakfast program will depart the bus at 8:25 a.m. They will enter the building and go directly to the cafeteria. Students will eat breakfast and report to their classroom at 8:40-8:45 a.m.

Students not participating in the breakfast program will depart the bus at 8:30a.m. and report directly to their classrooms.

### ANNOUNCEMENTS:

Morning announcements will begin at 8:45 a.m. to start the day. Students arriving after 8:45 will be marked tardy.

### PM STUDENT PICK UP:

This procedure will allow you to pick up your child from your vehicle rather than coming in to the building. Parents who pick up their child on a daily basis will need to report to the school office to pick up a number card. The number will be printed on a large card. Place this card on your right passenger side windshield. When you pull into the parking lot, line your vehicle up single file in our drop off loop. The first car in line should pull all the way up to the crosswalk by the front entrance. An adult will be outside to identify the car numbers and those students will be called out to get into the cars. Please be considerate of those behind you and pull out once your child is secure.

\*\*\* If you pick up your child occasionally, you will park in the parking lot (by the drop off loop) and walk in to the office to pick up your child.

As always, we need written notes of any changes in your child's pick up or bus schedule otherwise we follow the normal schedule. Telling your child to tell us is not a confirmation.