

# Heath School Arrival Procedures

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## Entering and Leaving the Building

At Heath, the first bell sounds each morning at 7:55 a.m. At that time, students are permitted to head to their classrooms. Classes officially begin at 8:00am. Students are NOT permitted to congregate in the hallways and stairwells prior to 7:55. These areas must remain clear.

- ★ If students arrive between 7:55 and 8:00 a.m., they must report to class right away.
- ★ Arrival after 8:00am requires a student to sign-in at the Main Office. The student will be marked as tardy.
- ★ If students arrive before 7:55, they must report to areas in the school specifically designated to wait for the first bell to ring. Students may wait for the initial bell (which rings at 7:55) in the following areas **ONLY**:
  - Library (grades 4-8)
  - Cafeteria (grades K-8)
  - Gym /Morning Movement (if enrolled)
  - *Some students choose to play outside. Please note: this area is NOT supervised.*

**If your student rides the bus**, they will go from the bus to the cafeteria and await the first bell at 7:55 to head to class.

**If students are receiving morning services in a Learning Center or a classroom**, the responsible teacher will connect with our staff that monitors hallways activity to ensure the student has access to classrooms before the first bell..

## Upper Entrance (Near the Community Garden & Small Playground)

The Upper Entrance (next to the small playground, near the community garden, and off Reservoir Road) will be an access point for parents to drop off their students.

- The door will open at 7:55 a.m., when the first bell rings. It is expected that students who use this door will go straight to classrooms. This door closes at 8:00; an administrator or a designee will stay at the Upper Entrance door until approximately 8:10 to guide parents to the front entrance. **Do not hold the door for parents arriving late. This is an issue of safety and we appreciate your support.**
- *PLEASE! Do not ask teachers, either at the door or classroom windows, to open the door for you outside the permitted timeframe. It disrupts learning, prep time, and puts teachers in an awkward position.*

## Kindergarten Arrival

- Doors to the kindergarten classrooms open between 7:55 and 8:00 a.m.. If you arrive *before 7:55 a.m.*, please drop your child off in the cafeteria, wait with your child in the cafeteria or, enjoy our playground.

- To support our youngest students, Kindergarten paras will accompany the Kindergarten crew from their designated tables in the cafeteria to their classrooms between 7:55 and 8:00, after the older students transition to class.
- You may walk your child to the classroom once the bell rings at 7:55. Keep in mind, we want children to have a growing sense of independence, so let them organize their things for the day as they are able.
- Please do not wait in the hallways outside of classrooms before 7:55.

## **General**

- All exterior doors lock automatically at 8:00. The only entrance into the school after 8:00 will be the main school entrance.
- If your child eats breakfast at school and has allergies, the Allergens-Free table is still available to them.
- If you escort your child to the classroom, please remember that the time between 7:55 and 8:00 is not the proper time to hold a lengthy conversation with a teacher. A quick check in about changes in pick-up (“Nana’s picking up today.”) or an update on health (“He’s feeling better, but still has a slight cough.”) is fine. If you need a longer check-in, please visit during Office Hours or make an appointment.
- ● Do not park in the fire lane – this is active drop off only. You must roll all the way down and keep traffic flowing. Also, DO NOT park in handicap parking, unless you have a placard.

## **Adults in Building Post-Arrival**

*\*\*\* Adult sign-in/sign-out book is next to the gecko tank; sign-in/sign-out for children is on the long counter in front of the office desks. \*\*\**

If you must:

- Drop off a lunch, instrument, or other things for your child, please leave items in the office. We will make sure they are delivered to or picked up by your child.
- Pick your child up for an appointment, please come to the office and let the Heath team know. We will communicate with your child’s classroom and have them report to the office to meet you.

If you are a volunteer or have a meeting in the building, you must:

- Sign in and wear a visitor’s badge while in the building. That way everyone you encounter will know who you are and where you are going.

Not sure? Check-in at the Main Office and ask – we are always happy to help!