



**Parkville School**  
Arrival & Dismissal Procedures  
2022-2023



**ARRIVAL**

As a courtesy to working parents, the **elementary Early Morning Drop-Off Program** begins at **7:45 AM**. Students being dropped off between **7:45 AM and 8:50 AM** must be escorted by their parent/guardian into the building and directly to the cafeteria. **The doors will close at 8:50 AM (and re-open at 9:00 AM) to prepare for the arrival of all students.**

**Parent Drop-Off/Student Walkers:**

All families dropping children off must walk students to the main entrance. Doors will open at 9 AM. (Please note, if you need to drop your child off early, you must do so between 7:45 AM and 8:50 AM.) If you are arriving by car, this will require parking your vehicle and walking your child, or children, to the Main Entrance doors. Students arriving **after 9:10 AM** will be considered late, and will be required to sign in with security.

- **AM Pre-K & Kindergarten Drop-Off - 9:00 AM - 9:10 AM**
  - Drop-off at Main Entrance doors on Campbell Street. Students will enter the building through their designated door, either “PreK” or “Kindergarten,” and will be escorted to their classrooms, or designated location, by a friendly adult.
- **Fun for Fours Drop-Off - 9:00 AM - 9:10 AM**
  - Drop-off at Main Entrance doors on Campbell Street. Students will enter the building through the “FFF” door and will be escorted to the auditorium by a friendly adult. FFF teachers and aides will welcome students and bring them to their classroom.

**Bus Arrival:**

- Students taking the school bus will arrive at Parkville between 8:55 AM and 9:05 AM each day.
- Each student will exit the bus and enter the building, escorted by a friendly adult.

**DISMISSAL**

**Parent Pick-Up/Student Walkers:**

Parents/guardians or otherwise authorized individuals who pick up a child must be prepared to show **photo identification**. **If you must take your child home early, pick up must be before 3:00 PM.**

- **Kindergarten & PM Pre-K Pick-Up - 3:15 PM**
  - Pick-up for dismissal must occur between 3:15 PM and 3:25 PM each day. A parent/guardian (or individual listed on your child’s Dismissal Permission Slip or as an Emergency Contact) must walk up to the Main Entrance door on Campbell Street.
- **Fun for Fours - 3:35 PM -3:45 PM**
  - Pick-up for dismissal will take place at the Annex parking lot as you enter the school property on the east side of the Great Neck Public Library and continue to the Annex gate. If you are arriving by car, this will require parking your vehicle as students will be required to be “signed out” by the individual authorized to pick them up. Your patience is appreciated as the Parkville FFF staff safely dismisses each child.

**Bus Dismissal:**

- Students taking the school bus will leave Parkville between 3:20 PM and 3:30 PM each day.
- Each student will be escorted onto the bus by a Parkville staff member.



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**MIDDAY ARRIVAL & DISMISSAL**

**Parent Drop-Off & Pick-Up/Student Walkers:**

All families dropping children off must walk students to the main entrance. If you are arriving by car, this will require parking your vehicle and walking your child, or children, to the Main Entrance doors.

- **PM Pre-K Drop-Off - 12:00 PM**

- Drop-off at Main Entrance doors on Campbell Street. Students will be escorted to their classrooms by a friendly adult.

Parents/guardians or otherwise authorized individuals who pick up a child must be prepared to show **photo identification**.

- **AM Pre-K Pick-Up - 12:30 PM**

- Pick-up for dismissal must occur at 12:30 PM each day. A parent/guardian (or individual listed on your child's Dismissal Permission Slip or as an Emergency Contact) must walk up to the Main Entrance door on Campbell Street.

**ARRIVAL AND DISMISSAL - ADDITIONAL INFORMATION & SUGGESTIONS**

- ★ **If you have questions regarding transportation, you may call transportation at 441-4060.**
- ★ Please understand that **no motor vehicles will be permitted** in the bus circles, or Annex parking lot, at any time during our bus dismissal process which runs from 3:10 PM - 3:35 PM.
- ★ **Any change** to your child's typical dismissal must be accompanied by a written note with a signature to your child's teacher indicating the change for the day (i.e. doctor's appointment, someone else picking up, etc.). This note must be submitted to your child's teacher first thing in the morning. It must also include the name of the person who is picking up the child. The person picking up your child must have **proper photo identification**. **If you must take your child home early, pick up must be before 3:00 PM.**
- ★ When riding the bus, your child **WILL ONLY BE RELEASED** to you or one of the individuals whose name is on file. You must contact us if there are any changes: otherwise, **your child will be returned to the school.**
- ★ Please understand that bus schedules are "guesstimates" and therefore it is necessary to allow at least a 5-minute window for bus arrivals/departures. **If there is no one waiting at the stop when your child arrives home from school, your child will be returned to the school and he/she will need to be picked up at school.**
- ★ Children may only ride home on the bus to which they are assigned. If your child has a playdate with another youngster who rides the same bus, we are able to accommodate bus stop changes. However, if your child is going to get off the bus with another child, both children must give notes to their respective teachers.
- ★ We encourage your child to ride the bus to school. Although it may be difficult to put your child on the bus and send them off to school, especially on the first day, getting into this routine as early as possible will benefit the entire family.
- ★ **A mini bus will be at Parkville School during the Meet and Greet on August 30th in order to help acclimate students to getting on and off a school bus.**
- ★ [Click here for additional information, including some tips for talking to your child about coming to school on the bus and ways you can help them adjust to traveling by bus.](#)