



# Miami-Dade County Public Schools

*giving our students the world*

**Superintendent of Schools**  
Alberto M. Carvalho

**Miami-Dade County School Board**

*Perla Tabares Hantman, Chair*

*Dr. Martin Karp, Vice Chair*

*Dr. Dorothy Bendross-Mindingall*

*Susie V. Castillo*

*Dr. Lawrence S. Feldman*

*Dr. Steve Gallon III*

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*Dr. Marta Pérez*

*Mari Tere Rojas*

## **KEEP FOR YOUR OWN RECORDS** **Main Building Arrival and Dismissal Procedures**

August 20, 2018

Dear Parent/Guardian,

Our main concern is always the safety of our students. In order to ensure student safety, we have the following arrival and dismissal procedures in place for the Main Building. Please review this important information in order to know what procedure you are to follow when dropping off and picking up your child from school. **Please remember that parents/guardians are not permitted to walk their child to class. Students will enter through the main double doors and will be supervised by school personnel during arrival and pick up.**

### ARRIVAL

Classes start at 8:20 a.m. for students in Pre-K, K and 1st grade and at 8:35 a.m. for students in 2nd- 5th. The main entrance to the main building opens at 7:30 a.m. for students to eat breakfast in the cafeteria. Breakfast is provided free of charge to all Miami-Dade County Public School Students.

From 8:00 – 8:20, students in 1st grade will wait for their teachers in front of their assigned classroom. From 8:00 - 8:25 students in 2<sup>nd</sup> – 3<sup>rd</sup> will wait for their teachers under the PE shelter. Students in 4<sup>th</sup> -5<sup>th</sup> will wait for their teachers in the media center/cafeteria. They are supervised by school personnel. In order to make sure your child is safe, please do not drop them off before 7:30 a.m. because there will be no supervision for them.

### DISMISSAL

Students in Pre-Kindergarten, Kindergarten and 1st grade are dismissed at 1:50 p.m. Students in 1<sup>st</sup> grade are dismissed from the area behind the primary playground. Students in 2nd-5th are dismissed at 3:05 p.m. except for Wednesday when they are dismissed at 1:50 p.m. Please see attached map for the designated dismissal area for your child's grade level. On rainy days students will be waiting in the hallway that corresponds to their dismissal area. Parents/guardians will line up at the double doors for that area and students will be called for dismissal.

Students picked up late from school (after 2:05 for K/1<sup>st</sup> and after 3: 20 for 2<sup>nd</sup>-5<sup>th</sup>) MUST be signed out from the main office. Anyone picking up a student MUST present a valid photo identification and be listed on the emergency contact card. Supervision is NOT provided after 2:05/3:20 unless student rides a M-DCPS bus or is in our aftercare program. Students that are picked up late will not be waiting outside. They will be waiting inside the building under the supervision of staff member/security monitor for their continued safety. Parents that are habitually tardy may be required to pay a \$10.00 supervision fee for every 15 minutes after dismissal.

### EARLY DISMISSAL

Please try to avoid picking up your child before the scheduled dismissal time as this interrupts his/her learning as well as the learning of the other students in his or her class. When students leave school before dismissal, they miss work assignments and their grades may be affected. **District policy states that students cannot be dismissed within the final 30 minutes of school.**

We appreciate your cooperation and support. If you have any questions, please do not hesitate to call us at (305)827-8830.

Sincerely,

Rachel Autler, Principal



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## **CONSERVAR PARA SUS REGISTROS** **Procedimientos de Llegada y salida del edificio principal**

20 de agosto del 2018

Estimado Padre/Guardián,

Nuestra mayor preocupación es la seguridad de nuestros alumnos. Por esta razón, tenemos los siguientes procedimientos en el edificio principal de nuestra escuela para la llegada y salida de estudiantes.

### **LLEGADA**

Las clases comienzan a las 8:20 a.m. para los estudiantes de Pre-Kindergarten, Kindergarten y primer grado y a las 8:35 a.m. para los estudiantes de 2do a 5to grado.

La puerta principal se abre a las 7:30 a.m. para que los estudiantes coman desayuno en la cafetería. El desayuno es gratis para todos los alumnos del sistema escolar del condado de Miami-Dade.

Desde 8:00 am a 8:20 am los estudiantes de primer grado esperarán a sus profesores en frente de sus aulas asignadas. Desde la 8:00 -8:25 los estudiantes de 2 - 5 grado esperan a sus maestros en el área de educación física. Esta área es supervisada por personal de la escuela. Para la seguridad de su hijo/a, por favor no lo deje en la escuela antes de las 7:30 porque no hay supervisión.

### **SALIDA**

Los estudiantes en Pre-Kindergarten, Kindergarten y primer grado salen a la 1:50 p.m.

Los estudiantes de 2 - 5 salen a las 3:05 p.m. excepto los miércoles cuando salen a la 1:50 p.m. Adjunto esta un mapa indicando las diferentes áreas de salida para los diferentes grados. En días de lluvia, los padres / tutores se alinearán detrás de las puertas dobles de la salida de salida correspondiente. Se les pedirá a los estudiantes que salgan del área del pasillo.

Los estudiantes que recogen tarde de la escuela (después de las 2:05 para K / 1st y después de 3: 20 para 2nd-5th) deben salir de la oficina principal. Cualquier persona que recoja a un estudiante DEBE presentar una identificación con foto válida y figurar en la tarjeta de contacto de emergencia. La supervisión NO se proporciona después de las 2: 05/3: 20 a menos que el estudiante tome un autobús M-DCPS o esté en nuestro programa de cuidado posterior. Los estudiantes que sean recogidos tarde no esperarán afuera. Estarán esperando dentro del edificio bajo la supervisión del miembro del personal / monitor de seguridad por su seguridad continua. Los padres que habitualmente llegan tarde pueden tener que pagar una tarifa de supervisión de \$ 10.00 por cada 15 minutos después de la salida

### **SALIDA TEMPRANO DE LA ESCUELA**

Por favor trate de evitar de recoger a su hijo/a antes del horario de salida porque esto interrumpe la enseñanza de su hijo/a y de los demás estudiantes en su clase. **La política del Distrito dice que no se permite salida durante los últimos 30 minutos de clase.**

Apreciamos su cooperación y apoyo. Si tiene alguna pregunta, por favor llame a la oficina del edificio primaria al (305) 827-8830.

Sinceramente,

Rachel Autler, Directora