



# Scott Altman Primary School



Amy Hubner, Principal  
[amy.hubner@pekin108.org](mailto:amy.hubner@pekin108.org)

1730 Highwood Ave.; Pekin, Illinois 61554  
309.477.4715

## Arrival and Dismissal Procedures

Your Child's Safety Is Very Important To Us

### Arrival

Any student eating breakfast at school may arrive starting at 8:10am. They will enter through the main entrance and go directly to the cafeteria. All other students may enter starting at **8:25am**. Students may be dropped off in the drop off area, the front of the school, or you may park in a designated spot to walk your child to the doors.

### Dismissal

As we have students who ride a bus, some who walk, some who attend our after school PEAK program, and others who are picked up daily, it is critical that we maintain a routine each day in order to ensure each child gets to the correct place each day. In order to ensure that children are safe, we will send your child home the way that he or she normally goes home **unless we receive a note or phone call from their parent/guardian.** **For the safety of your child, we cannot accept the word of a child without confirmation from an adult.**

### Parking

Parking is permitted in the school's parking lot, along Highwood Ave (east of the school) or along surrounding community streets. Parking is also permitted in the church's parking lot across the street. **Parking is not permitted along the driveway of the church, in any striped area of our parking lot, or in front of the school building when buses need to be for the arrival and dismissal of students.**

### **Please remember to:**

- 1) Establish a consistent routine and talk about it with your child as to how he or she is to get home from school each day.
- 2) Make sure your child's teacher knows how he or she is getting home each day.
- 3) Write a note or call the office to inform the school when there will be an exception to your child's normal after school routine.
- 4) Be certain that your current home, work, and emergency telephone numbers are on file in the office so we can contact you should a concern or problem arise.
- 5) Call the school's office if an emergency occurs and no note has been sent to secure permission for a change from the normal routine. The call needs to be made as soon as you know of a change and well ahead of dismissal times so that all communication within the school can take place (office, bus lists, PEAK staff, and teachers).

Please complete and return the following form today to help us keep track of your child's departure procedure.