

Important Contact

Information

HDES Office: 623-8677

School Principal: Kristie Clark

kclark@kidsrsu.org

School Secretary: Katie Putnam

kputnam@kidsrsu.org

School Counselor: Amanda Wilcox

awilcox@kidsrsu.org

Hall-Dale After School Program

530-1621

CYR Bus-Jon Lambert

620-8555

Early Release Days

On Early Release Days, students are dismissed at 11:45 pm. Please be sure to let the office know if there is a change in the dismissal plan. Scheduled Early Release days for the 2018-2019 school year are Nov. 9, Jan. 18, Feb. 15, and May 10.

Emergency Cards

All students receive an Emergency Card at the beginning of the year. The information on this card needs to be updated if there are ever any changes. This includes phone numbers and email addresses for any person you allow to pick up your child.

Lunch Schedule

Grade 5: 11:35-12:00

Grade 4: 11:05-11:30

Grade 3: 11:40-12:05

Grade 2: 11:00-11:25

Grade 1: 12:10-12:35

Kindergarten: 12:25-12:50

Hall-Dale Elementary
School

2018-2019

Arrival and Dismissal Procedures

What you need to know
to help your child be
safe & successful!



26 Garden Lane

Hallowell, ME 04347

623-8677

Welcome to Hall Dale Elementary School. The safety and well-being of our student population is of utmost importance. Our goal with this brochure is to highlight some of the most important details about our arrival and dismissal procedures so that your child can have the best experience possible.

Arrival to School:

- At 8:00 am, students will be allowed to go directly to their classroom . They can also choose to go to the cafeteria where they can eat breakfast or they can participate in the walking program with Mr. Bishop until 8:10.
- We ask that students do not get to school any earlier than 8:00 am. If you need before school care, you can contact the Before and After School Program.
- The late bell rings at 8:20 am. Students arriving after 8:20 am need to check in at the office for a tardy slip. Classroom instruction begins promptly at 8:20 am.
- We ask that parents do not escort their child to their classroom in the morning. Arrivals are a very busy time of the day for teachers and having parents in the classroom can be disruptive to the start of the day. If there are special circumstances in which you need to go to the classroom, please check in with the office and you will be given a Visitor's Badge.

Tardiness: Students are expected to be in their classroom, ready to start instruction at 8:20 am. Studies have shown that students who arrive late habitually, experience disrupted routines, class distraction and lower achievement. Setting positive examples of punctuality at an early age breeds success at school.

Dismissals: Ensuring that our 400+ students get to their proper after school destination, we have implemented a plan that focuses on safety for all students. Dismissal begins at 3:00 pm.

Students can

- ride the bus
- be picked up at school

It is critical that all students have a Dismissal Form filled out at the beginning of the year detailing the student's plan.

Bus Riders: Buses are dismissed starting at 3:00 and leave immediately after. Staff are on hand ensuring that all students get to their buses and board safely. The bus transportation is run by Cyr Bus and is independent of Hall Dale Elementary School.

After School Program Dismissals: Students who participate in the After School Program must be dismissed from the After School Program and not from the office lobby.

Pick Ups:

When families are picking up their children, we ask that you arrive between 2:45 pm and 2:55 pm. If someone other than a parent is picking up a student, the office needs to have permission from the parent. Each student who is being picked up needs to be signed out on the forms in the office each day. **For the benefit of the students, we need parents to stand quietly and off to the side of the hallway.** This allows each student to calmly find their parent and reduces anxiety for many children. We ask that you exit the building as soon as you have your child(ren). This decreases the chaos at dismissal time and allows buses to exit safely.

Why do we ask you to call before 2:00 pm with changes to your child's dismissal?

At 2:00 pm, the office generates a detailed spreadsheet of all daily changes to a student's dismissal plan. This spreadsheet is then given to each teacher so they can let their students know what changes have taken place for that day. We highly encourage all changes to be sent in as a note or an email to kputnam@kidsrsu.org. We understand that last minute changes can happen and we ask that you call BEFORE 2:00 pm. When a parent calls after 2:00 pm, a separate phone call needs to be made to the classroom, therefore disrupting learning time for all students.