

Updated Procedure for Entrance and Dismissal for Larsen Kinder

Kinder Schedule: REGULAR DAYS 8:05-1:35 p.m. & WEDNESDAYS 8:05 - 11:26 p.m.

Procedure:

- Late arrivals must check in through the office first
- **DROP OFF :**
- Ms. Chaparro's, Mrs. Whitmer's, and Mrs. Jasso's classes will enter in through the kinder gate. All parents must remain with their child until a teacher is present. The teacher will open the gate and ONLY students will enter and line up on their assigned lines.
- Mrs. Villa's and Ms. Buckley's classes will enter in through the office gate and line up on the red lines in front of the cafeteria at approximately 8:00am. We ask you to stay with your child until the teacher arrives at 8:05am., parents/guardians must wait strictly around the line areas.

DISMISSAL:

- At dismissal students will be dismissed in line to an adult (18 yrs. or older) listed on the "Emergency Card" ONLY. We will ask for an ID at any time.
- Ms. Chaparro's, Mrs. Whitmer's, and Mrs. Jasso's classes will be dismissed in front of their child's classroom and students will be dismissed to an adult one at a time.
- Mrs. Villa's and Ms. Buckley's classes are dismissed at the gate by the office.

Visitors:

- All visitors must enter through the office and get a pass before entering campus, this applies to all non staff members.

Parking:

- Please park in stalls marked "visitors" or on the street, ONLY cars with a handicap plaque can enter the staff parking.
- **NO students** are allowed in the parking lot.
- We ask that you use sidewalks and crosswalks DO NOT CROSS in the parking lot.

Communication with School (805) 986-8740

- Emergency Cards: if there are any changes to the cards you are responsible for making those in **person** at the office.
- If you need to pick-up your student early you must go to the office to obtain a pass and release form.

The safety of our students is our priority, thank you for your cooperation.

Sincerely,

Larsen Kinder Teachers