



**iPREP ACADEMY PK – 5TH GRADE
ARRIVAL/DISMISSAL PROCEDURES FOR PARENTS
2021-2022**



School Hours:

Pre-K through 1st Grades: 8:20 a.m. – 1:50 p.m. daily
(students in Pre-K – 1st will be marked tardy at 8:20 a.m.)

2nd through 5th Grades: 8:35 a.m. – 3:05 p.m. daily
(students in 2nd – 5th will be marked tardy at 8:35 a.m.)

WEDNESDAY – Dismissal at 1:50 p.m. for Grades PK - 5

Breakfast: Pre-K through First Grade (7:35 a.m. – 8:05 a.m.)
Breakfast: Second through Fifth Grade: (7:50 a.m. – 8:15 a.m.)

ARRIVALS

In order to maintain a safe and orderly arrival for all our students, we ask that you are courteous and patient with others.



FOR YOUR CHILD'S SAFETY:

PLEASE DRIVE 5 MPH – WE LOVE OUR CHILDREN!

PLEASE DO NOT GET OUT OF YOUR VEHICLE AT ANY TIME. THIS IS A DRIVE-THRU ZONE. WE WILL ASSIST YOUR CHILD IN GETTING HIS/HER BELONGINGS FROM THE VEHICLE. PLEASE MAKE SURE YOUR CHILD IS SEATED IN THE BACK SEAT OF THE PASSENGER'S SIDE. PLEASE MAKE SURE BELONGINGS ARE INSIDE THE VEHICLE AND NOT IN THE TRUNK.

PLEASE MAKE SURE TO PULL FORWARD TO THE YELLOW BOLLARDS BEFORE ALLOWING YOUR CHILD TO GET OUT OF YOUR VEHICLE. PLEASE PLACE YOUR CAR IN PARK WHEN IT'S YOUR CHILD'S TURN TO GET OUT OF THE VEHICLE FOR THEIR SAFETY AND THE SAFETY OF OUR STAFF.

PLEASE DO NOT GET TOO CLOSE TO THE VEHICLE IN FRONT.

PLEASE MAKE SURE TO LOOK FOR CHILDREN BEFORE BACKING UP.

PLEASE DO NOT ATTEMPT TO PASS VEHICLES AHEAD.

STUDENTS CAN NOT EXIT OR ENTER VEHICLE FROM THE PASSING LANE.

PLEASE BE COURTEOUS OF OUR TEACHER'S PARKING SPACES. This is strictly a Faculty/Staff Parking Lot. Visitors are encouraged to park around the vicinity or behind the Parking Garage if you need to visit the school. If you have a scheduled meeting, please let our Security Guards know so that parking arrangements can be made.

PRE-KINDERGARTEN:

During the FIRST 3 days of school (August 23, 24, 25): Drop-off for PK students will be at 8:40 a.m.

Parents who are DRIVING their PK child(ren) to school: Parents will receive a Dashboard Placard to display with their child's Name, Teacher's Name, and Symbol (i.e. star, happy face, etc.). PK Teachers will be standing outside with their Teacher's Sign. The symbol on their sign will match the symbol on your child's placard. (Parents will not be allowed to escort their child(ren) into the school building.) Once the teacher has safely received all of her students, students will be escorted to their classroom by the teacher.

Parents who are WALKING their PK child(ren) to school: Please meet the teacher in the drive-thru lot at 8:40 a.m. to introduce yourself and your child. (Parents will not be allowed to escort their child(ren) into the school building.)

PRE-KINDERGARTEN - STARTING AUGUST 26, 2021

Students will be dropped off in the parking lot adjacent to the iPrep entrance between the hours of 7:30 a.m. until 8:15 a.m. We have staff at our drop-off line that will assist your child, as well as our security guard who will help them walk into the school building. Students will then report to the **PRE-K HALLWAY** where supervision will be available from 7:30 a.m. until 8:10 a.m. Students in Pre-Kindergarten will be picked up by their teachers by 8:10 a.m.

PLEASE LABEL ALL SCHOOL SUPPLIES

This will ensure staff takes your child's supplies to the correct classroom. Supplies can be brought in throughout the week as needed.

KINDERGARTEN – 4TH GRADE - STARTING AUGUST 23, 2021

Kindergarten and First Grade: Students will be dropped off inside the Parking Lot (NE 2nd Avenue/15th Terrace) adjacent to the iPrep entrance between the hours of 7:30 a.m. until 8:15 a.m. (Parents will not be allowed to escort their child(ren) into the school building.) There will be staff on-hand at the drop off line to help assist your child(ren), as well as staff to assist in getting them into the school building. They will then line up **IN FRONT OF THEIR CLASSROOMS** where supervision will be available from 7:30 a.m. until 8:10 a.m. Students in Kindergarten and First grade will be picked up by their teachers by 8:10 a.m.

Second - Fifth Grade: Students will be dropped off in the parking lot adjacent to the iPrep entrance between the hours of 7:40 a.m. until 8:20 a.m. (Parents will not be allowed to escort their child(ren) into the school building.) On the first day of school, August 23rd ONLY, students will report directly to their classrooms. We will have staff on-hand to assist students. Beginning on the second day of school, August 24th, students in 2nd-5th grade will report to the **P.E. hard court** where they will wait with their class until they are picked up by their teachers by 8:20 a.m. This will be communicated to you by your child's teacher and will be communicated to students as well.

Supervised arrival activities take place as follows:

- For the health and safety of all students, teachers, and staff, parents will not be permitted in the building.
- **For parents who are DRIVING their child(ren) to school:** The parking lot has been designated as a DROP-OFF ZONE. There are two lanes. The lane on the right hand side has been designated for drop-off as the lane on the left is the bypass area. Again, please do not stop, park or get out of your vehicle to open your car's trunk or doors as this creates a safety hazard and delays traffic in the area. Your child must gather all belongings and exit the car quickly and safely on the passenger side (right-hand side).
- To alleviate traffic, please make sure your child has all their belongings prior to exiting the vehicle.
- **For parents who are walking their child(ren) to school:** NE 15th Terrace will be closed from 7:00 a.m. – 6:00 p.m. daily. You are permitted to use the sidewalks to walk your child(ren) in safely. You will only be permitted to walk your child to the front steps of the school. Your child will then be taken to their designated waiting area by a staff member.
- For the safety of our student population, students may not arrive to school earlier than 7:30 a.m. Before School Care is NOT available. Students arriving BEFORE 7:30 a.m. will not be able to wait in the office.
- The tardy bell rings at 8:20 am for Pre-K through First Grade students and 8:35 am for Second through Fifth grade students. All students not inside their classroom by 8:20 a.m. (PK – 1) or 8:35 a.m. (Grades 2-5), must report to the Main Office to obtain a tardy pass.
- Please keep in mind that there is no parking available in the Drop-Off/Pick-Up area/Parking lot, therefore, please plan to park at the Fortress Parking Lot located on SBAB Parking Lot # 6 located at N.E. 16th street and N.E. 1st Avenue if you wish to walk your child to the door. There is limited parking in the area, so please plan accordingly, especially on the first three days of school.

- During arrivals, please be courteous to drivers dropping off their children. Do not cut anyone off or skip parents who have been patiently waiting in line.
- During Drop-off, please WAIT to arrive to the yellow bollards so that your child can properly exit the vehicle. You are not to allow your child to exit while in the lane towards the back as this creates an extreme safety hazard.

IF YOU'RE CHILD DOES NOT NEED ASSISTANCE TO EXIT THE VEHICLE, YOUR CHILD MAY EXIT SAFELY ON THEIR OWN AS LONG AS YOUR CAR IS CLOSE TO THE YELLOW BOLLARDS.

ARRIVAL DURING INCLEMENT WEATHER

During inclement weather, arrival procedures will be modified for the safety of our students. All students in grades Pre-K – 3 will wait outside of their classes in their respective areas. Students in Grades 4 and 5 will be redirected to report to their classrooms as well. Students will not be waiting at the hardcourt during these days.

As you can imagine, traffic will be heavy during the morning when it is raining. Please allow ample time for your child to arrive to school on time and follow the established procedures to assist us in maintaining a safe and orderly arrival for all students and staff.

Please make sure your child has a raincoat and/or umbrella during rainy days.

DISMISSAL DURING INCLEMENT WEATHER

It is critical for our students to know and understand plans for rainy day dismissal. In the event severe weather strikes before or after school; for your child's safety, it is imperative that we follow this protocol. On rainy day dismissals, we will be keeping students inside the building. For those who are waiting at our pick-up line in the parking lot, we will have staff approach your vehicle, (your placard should be on your dashboard- more on this to follow), and then your child will be escorted to the car. It would be helpful if your child has their own raincoat or small umbrella. For those parents who have walked to the front of our school, please have your placard visible for easy identification. We will have staff radio in for your child and they will be escorted out. We ask for your patience and cooperation on these days, (especially if it lands on a Wednesday when we have PK-5th grade dismissing at the same time.)

DISMISSAL PROCEDURES

To ensure the safety of our students, the following procedures have been established according to the needs of the student body and the ability of school personnel to concur with these needs. Dismissal activities should be accomplished within a few minutes following dismissal time.

Pre-K, Kindergarten and First Grade students are dismissed at 1:50 p.m. daily. All other students are dismissed at 3:05 p.m. daily, except on Wednesdays where dismissal is at 1:50 p.m. for all students in grades PK-5. Students in Pre-K through First Grade cannot be kept in the classroom or the office until older brothers, sisters or relatives are dismissed at 3:05 p.m. However, you may enroll your child in the **Story-Hour Program** (1:50 p.m.-3:05 p.m.) should you need to pick up siblings or relatives at 3:05 p.m.

- During dismissal, you may NOT park or leave your car unattended in the drive-thru lanes. Please do not stop your car in the middle of the street to pick-up any students. There is also no parking allowed on 15th Terrace.
- Students in Pre-Kindergarten through Grade 5 who go home by way of car must be picked up from our Parent Pick-up areas, directly from the students' teachers.
- A placard with your child's information, (Name, Grade, Teacher) will be provided to you on the first day of school. Please ensure that the placard is visible on your dashboard during dismissal every day. Feel free to laminate for durability. In the event that your child is going home with another individual, please ensure that you have communicated this to your child's teacher prior to the day in question, and this person must be listed under your child's emergency contact card.



IMPORTANT

- **Students in Grades PK – 4** will be picked up from our Parking Lot – adjacent to our school (NE 2nd Avenue and 15th Terrace).
- **Students in Grade 5** (without siblings in PK- 4th), will be dismissed from the Drive-thru Lane behind the Parking Garage on NE 1st Court and 14th Street.
- **Students in Grade 5 with siblings in Grades PK – 1**
If your 5th grader has a sibling in PK-1st that is or is not enrolled in Story Hour they will be dismissed with their sibling from our Parking Lot adjacent to our school DAILY, (NE 2nd Avenue and 15th Terrace).
- **Students in Grade 5 with siblings in Grades 2nd through 4th** will be picked up from the Drive-thru Lane behind the Parking Garage on NE 1st Court and 14th Street. Arrangements will be communicated to your child's teacher to have siblings in Grades 2nd- 4th walked across the skybridge so that they may dismiss from the Drive-thru Lane behind the parking garage with their 5th grade sibling.

Supervised dismissal activities take place as follows:

PARENT PICK-UP

- When picking up your child, he/she must remain with his/her teacher or the school security monitor until you pick him/her up. Do not make arrangements for your child to wait for you in any areas that surround the school, since they are not allowed to be unsupervised at anytime while on school grounds. All students must be under the direct supervision of staff at all times.
- Students who are picked up by their parents will be escorted and supervised by their teacher or designated school personnel to the appropriate Pick-Up area where they will wait for their parents. Again, students may not wait for parents to pick them up anywhere other than the designated area where they are supervised by their teachers. Once you pick up your child, he/she is solely your responsibility, therefore, your supervision is required at all times. Please do not allow your child to go to the playground area on their own if you have to briefly speak to the teacher. (Conferences should be arranged with your child's teacher at another time since teachers must supervise students during dismissal). Your child must be with you at all times once you pick him/her up. Please make sure you ALWAYS accompany your child when crossing the street on 15th Terrace, Biscayne Blvd., and/or NE 2nd Avenue. Please obey all Pedestrian signs.
- **ONLY** those persons listed on your child's registration form/emergency contact card are considered authorized for pick up. Family members, if not listed, are not considered authorized to pick up your child. Verification by the after school care program manager or administrator will be made before any child is released to a person not listed on the registration form. In the event of an emergency, please email aadiaz@dadeschools.net and hbolado@dadeschools.net if you plan to make changes.
- When picking up your child in the Drop-Off/Pick-Up area, you must pull up as far as possible in the designated area to allow your child into the vehicle. Your child will enter from the inside lane and only through the car doors located on the right hand side. The outer lane is designated ONLY as a passing lane, no students will be allowed to enter a vehicle from that lane. Please remain in your vehicle at all times and do not leave your vehicle unattended at any time.
- There is no parking in the Drop-Off/Pick-Up areas of the school or in the passing lanes. Parents are strongly discouraged from parking on 15th Terrace as this will result in fines or citations.
- Parents must be available to pick up their child immediately at 1:50 p.m. and/or 3:05 p.m. (depending on their grade level). Students are not to be left on school grounds 10 minutes after dismissal unless they are enrolled in our After-School Care Program. It is the parents' responsibility to be prompt in picking up their child daily. Students may not wait in the office past this time.
- Students who are not picked up within 10 minutes after dismissal may be placed under the supervision of the After-School Care Program personnel where a charge **will be** incurred by the parents.