

BIRCH GROVE PRIMARY ARRIVAL/DISMISSAL PROCEDURES 2022

VALET DROP OFF AND PICK UP FOR ALL STUDENTS PRE-K - SECOND GRADE

Parents/guardians who are planning to pick up students at the end of the school day are expected to communicate with the office staff, at the latest 1 hour prior to the end of the school day. Parents are expected to communicate one of these ways: send a note in with their child, call the office at 860-870-6750 or send an email to ebarkus@tolland.k12.ct.us and smcdonald-burns@tolland.k12.ct.us.

If you are planning to pick up on a consistent basis (daily or a certain day of the week, every week), please complete the Everyday Pickup Form located on the Birch Grove Primary School website prior to the first day of school with the pick up information and list all adults who have permission to pick your child up from school (including parents, if applicable) Link: [BGP Student Pickup Form](#)

ARRIVAL

1. Parents/Guardians will drive into the **first entrance on the right** and proceed around the back parking lot area to the unloading zone. [Arrival and Dismissal Map](#) [Arrival.Dismissal.video.2022](#)
2. The student will be escorted by a BGP staff member to the entrance of the school using the sidewalk area.

DISMISSAL

1. Each student is assigned a pick up card, which is color coded by grade:
PreK = (lime green)
K = (pink)
1st = (blue)
2nd = (orange)
2. Each child will be given a large card with their last name on it. The card will be placed in the windshield on the passenger's side, so it is clearly visible.

SMITH

Each family will receive two cards. Parents can request additional cards for other people listed on their pick up list if needed, (i.e. James Smith can be picked up by mom, dad, grandmother, and aunt, so the family can request 4 cards).

3. Each child will be given a manila tag. Please write your child's last name on the tag. Attach the tag to your child's backpack.
4. **Parent Guidelines for valet pick up:**
 - Please come at your designated time.
 - Family Resource Center 3:00-3:10

- Pre-k time- 3:15-3:25
- Kindergarten time-3:30-3:40
- Grade 1 - 3:40 - 3:45
- Grade 2 - 3:45 - 3:50

BGP - SCHEDULE OF TIMES

Parent Drop Off:

Wave one 8:40-8:50:Kindergarten

Wave two 8:50-8:55: Grade 1

Wave three 8:55 - 9:00: Grade 2

- Parents will drop all of their students off using the time of the wave for the youngest student in their car.
- Parents arrive through the parking lot to the unloading zone.
- Staff will unload five cars at a time.
- Parents will remain in their car.
- Staff will hold hands and escort preschoolers to their teacher, at the front door if necessary.
- Appropriate safety protocols will be in place.
- Staff will assist with students who need transitioning into the building.

8:40 Preschool drop off-Same as “Parent Drop Off” procedures above

11:45 Preschool pick up

- Teachers will escort the class to the exit door.
- Staff in the parking lot will check the parent’s pick up tag and call the corresponding student.
- Parents will remain in their car.
- Staff escorts student out of the building to the car.
- Three to five cars will be loaded at a time.

12:40 Preschool drop off Same as “Parent Drop Off” procedures above

3:15 Preschool pick up

- **Pre-K time- 3:15- 3:30**

3:30 - 3:50 Kindergarten - Grade 2 Pick Up

- **Please come at your designated time.**
- **Kindergarten time-3:30-3:40**
- **Grade 1- 3:40-3:45**
- **Grade 2- 3:45-3:50**
- Please have name card in the window.
- Have your ID ready.
- Please do not text until you are in a spot. When you get to a spot, please text **860 - 969-9537**

Include the spot number that you see with your child's last name(s). We will move up the line of cars as soon as we can. If you move to a different spot after texting, please text in the new spot number.

- For the safety of our kids, please do not pass the cars in front of you.