



## **BELL SCHEDULE**

8:55 AM

Students enter classrooms

12:45-1:00 PM

Grades K-5 dismissal

## **ARRIVAL PROCEDURES**

Beginning on the first day of school, classroom teachers will greet your child at their homeroom doors inside the school at 8:55 AM. Please refer to the chart below as to which door your child should plan to enter daily.

- Student arrival is 8:55 AM (There is no longer a drop off window or supervision prior to 8:55 AM)
- **Doors will open at 8:55 AM.** Students will enter the building and report directly to their classrooms
- If you arrive prior to 8:55 AM, please remain in your car
- Please adhere to social distancing guidelines and wear a mask
- Bus students will report directly to their homerooms upon arrival to school
- SKIP students will report directly to their homerooms upon arrival to school

To ensure the safety of all of our children, families are not permitted to escort children to their classrooms. Please note, we will be fully equipped with support staff for easing children into this transition each day.

## **DISMISSAL PROCEDURES**

- Student dismissal will be staggered but students will exit from the SAME doors they enter daily.
- Please arrange for student pick-up based on your youngest Knollwood student's dismissal time
  - **Kindergarten & Grade 1 Dismissal is 12:45 PM**
  - **Grades 2 & 3 Dismissal is 12:50 PM**
  - **Grades 4 & 5 Dismissal is 1:00 PM**
- Please refer to the chart below for dismissal time details
- Older siblings (Grades 2-5) will be dismissed according to their younger sibling's dismissal time
  - **EXAMPLE:** If you have a child in Kindergarten and 4th grade, both children will be dismissed at 12:45 PM (Kindergarten dismissal time) through Wing 1 Doors
- Bus students will report directly to the busses when they arrive for dismissal
- SKIP students will report directly to the SKIP meeting area at dismissal

We are hopeful that with these procedures in place, parking lot congestion will be reduced and the overall safety of our students and their families will be best achieved.

<b>Homeroom Teacher</b>	<b>Student Arrival</b> <b>*8:55 AM*</b>	<b>Staggered Dismissal Information</b> <b>*12:45 - 1:00 PM*</b>
Kindergarten: Mrs. Tringali (Room 2) Kindergarten: Mrs. Smith (Room 3) Kindergarten: Ms. Metzger (Room 4) Grade 1: Mrs. Colucci (Room 1) Grade 1: Mrs. Stabile (Room 6)	<b>Wing 1 Doors</b> (adjacent to our kindergarten playground - look for the rainbow outside the doorway)	<ul style="list-style-type: none"> <li>• Wing 1 Doors</li> <li>• <b>Kindergarten &amp; Grade 1 Dismissal is 12:45 PM</b></li> <li>• Handoff to parent/guardian</li> </ul>
Grade 1: Mrs. Rain (Room 12) Grade 1: Mrs. Ciccone (Room 13) Grade 2: Ms. Brennan (Room 11) Grade 2: Mrs. Buldo (Room 14)	<b>Wing 2 Doors</b> (just past the kindergarten playground)	<ul style="list-style-type: none"> <li>• Wing 2 Doors</li> <li>• <b>Kindergarten &amp; Grade 1 Dismissal is 12:45 PM</b></li> <li>• <b>Grade 2 Dismissal is 12:50 PM</b></li> <li>• Handoff to parent/guardian</li> </ul>
Grade 2: Mrs. Gundlah (Room 17) Grade 3: Ms. Walsh (Room 19) Grade 3: Mr. Axt (Room 25) Grade 3: Mrs. Cummings (Room 27) Grade 4: Mrs. Partington (Room 20) Grade 4: Ms. Melnick (Room 24) Grade 4: Ms. Washington (Room 26) Grade 5: Mrs. Vittorio (Room 21) Grade 5: Ms. Wrightson (Room 22) Grade 5: Mrs. Seib (Room 23)	<b>Wing 3 Doors</b> (near the large playground/field area)	<ul style="list-style-type: none"> <li>• Wing 3 Doors</li> <li>• <b>Grades 2 &amp; 3 Dismissal is 12:50 PM</b></li> <li>• Grade 2 - handoff to parent/guardian</li> <li>• <b>Grades 4 &amp; 5 Dismissal is 1:00 PM</b></li> </ul>

### **SAFETY DURING ARRIVAL AND DISMISSAL**

As most of you are already aware, arrival and dismissal times are the busiest times at school. We ask that you support our efforts by adhering to these safety guidelines as your child's safety is of the utmost importance to us. Please do not let your child enter or exit your car where there is moving traffic. During arrival, students must be dropped off along the curbside driveway at the front of the school no earlier than 8:55 AM, exiting the car on the passenger side only. Also, when navigating the parking lot at any time, please be sure to keep children close, and adhere to all traffic guidelines. The side parking lot is for staff only. Parents/families are permitted to park only in designated parking spaces in our main parking lot at the front of the school.

As a reminder, cars are permitted to make a RIGHT TURN ONLY when exiting the school parking lot. This will help to ensure that traffic is able to exit the parking lot easily and that the backup on Knoll Road is at a minimum. Additionally, parents are encouraged to park along the northbound side (school side) of Knoll Road. This will allow pedestrians to move along school sidewalks safely without having to cross Knoll Road.