

## Everglades K-8 Center Arrival Procedures 2019 - 2020

### School Hours:

Pre-K through 1<sup>st</sup> Grade – 8:20 a.m. to 1:50 p.m.

2<sup>nd</sup> through 8<sup>th</sup> Grade – 8:35 a.m. to 3:05 p.m.

All students are dismissed at 1:50 p.m. on Wednesday.

Breakfast is available at no charge to all students from 7:45 to 8:15 a.m. each day. Students who eat breakfast at school must go to their respective cafeteria upon arrival.

Student supervision is provided beginning at 7:45 a.m. There is no supervision prior to this time; therefore, students may not be dropped off earlier than 7:45 a.m. If students must be dropped off earlier, they must be enrolled in the Before-School Care program, which begins at 7:15 a.m.

### Upon arrival:

Pre-K through 1<sup>st</sup> Grade students report directly to the Elementary Learning Center (ELC) Cafeteria where they will wait for their teacher to pick them up. Students who eat breakfast at school should eat upon arrival. Students are assigned to tables, based on their class, where they will then wait for their teacher to pick them up.

2<sup>nd</sup> through 5<sup>th</sup> Grade students report directly to the ELC Hard Court (or after breakfast in the cafeteria) where supervision is provided beginning at 7:45 a.m. Students will sit in their assigned lines and be picked up by their classroom teachers.

6<sup>th</sup> through 8<sup>th</sup> Grade students report to the Middle Learning Center (MLC) Cafeteria where they may have breakfast. Supervision is provided beginning at 7:45 a.m. Students will proceed to the MLC Hard Court upon direction from security. Students will be dismissed by 8:30 a.m. to go to their home room class.

**Students are not allowed to wait in the hallway or by their classroom door. Students must wait in their designated area.**

### Rainy Day/Inclement Weather Procedures:

In the event of rain, chilly weather, or as otherwise needed, ELC students will wait for their teachers in the ELC Cafeteria or in designated areas by grade levels. MLC students will go to the MLC Cafeteria where they will await further instructions.

For school safety and security, parents are not allowed into the building (including the cafeteria) at arrival other than to go directly to the office. All visitors must check in with the Security Monitor at the ELC entrance and provide appropriate identification, such as a Driver's License.

Students who are dropped off by car must use the appropriate drop-off area. Students should have their items ready to go and exit from the passenger side of the vehicle to ensure safety and the smooth flow of traffic.

- ELC – drop-off lane off of SW 16<sup>th</sup> Street. Do not use the staff parking area in front of the ELC to drop off students or to park as this constitutes a safety issue.
- MLC – SW 14<sup>th</sup> Street in front of the MLC.
- If there are both Elementary and Middle School students in a family, the students may be dropped off at the ELC. The MLC student(s) should proceed directly to the MLC. MLC students with siblings will be issued a "Sibling Pass," which will be part of their official student ID.

Vehicles must pull up to the front of the line and drivers must stay with their vehicle. Parking is not available in these areas. Parents should not ask students to wait to be picked up "across the street" "on the corner," or at other locations for safety reasons.

Because student arrival and dismissal time may be patrolled by Miami-Dade County Officers or Public Schools Police Officers, those violating traffic, safety, or parking rules may be ticketed.

Students who walk to school should enter through the appropriate entrance (ELC or MLC).

Students who take the bus to school will be dropped off at the gate on SW 14<sup>th</sup> Street. This gate will be locked at 8:35 a.m.

Students who ride a bicycle to school may use the bicycle rack which is located in front of the MLC. Bicycles should be locked. Everglades K-8 Center is not responsible for damage or loss to bicycles.

Students who are not in their classrooms when the tardy bell rings (8:20 a.m. for Pre-K through 1<sup>st</sup> Grade, 8:35 a.m. for 2<sup>nd</sup> through 8<sup>th</sup> Grade) must go to their respective office for a Late Pass.

**Everglades K-8 Center Dismissal Procedures  
2019 - 2020**

Students who are picked up by parents will be dismissed in the same location that they are dropped off:

- ELC – Pick-Up lane off of SW 16<sup>th</sup> Street. Do not use the staff parking area in front of the ELC to pick up students or to park as this constitutes a safety issue.
- MLC – SW 14<sup>th</sup> Street in front of the MLC.
- If there are both Elementary and Middle School students in a family, the students should be picked up at the ELC. MLC students with siblings will be issued a “Sibling Pass,” which will be part of their official student ID.

Vehicles must pull up to the front of the line and drivers must stay with their vehicle. Parking is not available in these areas. As these areas may be patrolled by Miami-Dade County Officers or Public Schools Police Officers, those violating traffic, safety, or parking rules may be ticketed.

Students who walk home must exit in the same manner that they enter. Students should go directly home after leaving campus.

For school safety and security, parents are not allowed into the building at dismissal other than to go directly to the office. Parents of Pre-K students and students with special needs will be issued special passes; please see the office for additional information.

Rainy Day/Inclement Weather Procedures:

In the event of rain or as otherwise needed, the situation will be monitored closely to ensure the safety of our school family.

Students must be picked up on time. Students who are not picked up in a timely manner must be enrolled in the After-School Care program.

Thank you for your cooperation as we work together to ensure the safety of our students.

\* \* \* \* \*

I have read and understand Everglades K-8 Center’s Arrival and Dismissal Procedures.

\_\_\_\_\_  
Student’s Name (Print)

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Parent’s Name (Print)

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

