

2019-2020 Procedures for Dropping Off and Picking Up Students:
CHANGES HAVE BEEN MADE SO PLEASE READ

Dear Parents and Guardians,

The Dawson staff has been formally trained in A.L.I.C.E to ensure the safety of all the students in our building. The following procedures are aligned to the safety protocols we have learned and therefore will be implemented for this academic year - **THERE WILL BE NO EXCEPTIONS.**

- A note to the teacher, properly dated and signed by the parent or guardian is REQUIRED for students to be dismissed early or to be picked up at dismissal time.
- ARRIVAL (**NO STUDENT IS TO BE DROPPED OFF AT THE MAIN ENTRANCE- ALL DOORS WILL BE LOCKED UNTIL 8:50**)
 - All students should be dropped off starting at 8:50 in the back of the building.
 - Please maintain one-way traffic flow, entering school property via the access from BAILEY ROAD. Proceed to the rear of the building and around to the entrance at the glass corridor leading to the music and gym addition.
 - A faculty member will open the doors at 8:50 a.m. and students may begin to disembark one vehicle at a time. Vehicles should then proceed off the property by turning right exiting via Salisbury Street (**Vehicles SHOULD NOT exit to Bailey Road**).
- DISMISSAL
 - Vehicles should follow the same traffic pattern a the morning drop-off.
 - Please display a sign in the front window posting the last names of the children being picked up to facilitate the process for teachers supervising students in the pick up area.
 - Vehicles should pull up to the exit doorway where faculty members will assist students in boarding the first vehicle in line.
 - Vehicles should then proceed off the property by turning right exiting via Salisbury Street (**Vehicles SHOULD NOT exit to Bailey Road**).
- **EARLY DISMISSAL (BEFORE 3:00) /LATE ARRIVAL (AFTER 9:00 AM)** - The parent MUST report to the Office and accompany the child into/ out of the building. **THERE WILL BE NO DISMISSALS FROM THE OFFICE AFTER 3:00.**
- **BEFORE AND AFTER SCHOOL PROGRAM - 2019 NEW PROCEDURES**
 - Park your car in the front drive - PLEASE TURN OFF VEHICLE.
 - A staff member will check you in and out at the cafeteria door.