

## **General Policies**

### **School Hours**

College Park School is open from 7:30 a.m. to 4:00 p.m.

We welcome parents/guardians to visit our school. All visitors and volunteers are required to stop in the office, register, and pick up a visitor badge. Meetings with teachers should be scheduled to be sure they are available at the time you stop by.

### **Bell Schedule**

8:20	Students may enter for breakfast (There is no outdoor supervision at this time.)
8:35	Students may line up to enter building (Supervision Begins)
8:39	Students Enter Building
8:44	School Begins
11:20-12:05	Lunch and Recess for students in K5 and Grade 1
11:45-12:30	Lunch and Recess for students in Grades 2 and 3
12:10-12:55	Lunch and Recess for students in Grades 4 and 5
3:30	Dismissal Bell

**Reminder:** Students should time their arrival to school at approximately 8:35 a.m. There is no outdoor supervision before 8:35 a.m. There is no playground supervision after school. All students are expected to go directly home at the end of the school day.

### **Before and After School Procedures**

Our building will be locked each day and visitors will need to use the front door for access by our office staff. Students in the Bridges program will use door "10" on the east side of the building inside the playground area. This allows staff to monitor those moving into the building before the 7:30 a.m. opening and after the 4:00 p.m. closing of our office. For the security of our students, and the safe movement of students to their lockers, and outside, our doors will remain locked at the end of the day. Parents dropping students off are asked to say goodbye outside of the building. Parents meeting their children after school will need to meet them outside at dismissal.

Students line up before school in designated areas to aid in traffic flow into the building. First graders line up at the front doors on the right hand (west) side with second graders on the left hand (east) side of the doors. Fourth graders may line up behind the younger students and fifth grade students will wait to the left of the second graders.

Kindergarten students wait for their teachers at the doors outside of their classrooms and closest to the parking lot. Third graders line up with the kindergarten students in their own line.

After school kindergarten and first grade teachers wait with students until parents arrive. All other students exit through the front or side doors to meet parents. Those students taking a bus or daycare van wait in the gym for their vehicles to arrive. Students in the Bridges After School Program are sent to the cafeteria where attendance is taken.

### **Getting To and From School**

We encourage students and their families to walk or ride bikes to and from school. Students walking to school should observe all the safety and traffic rules, stay off of