

F.T. Bresnahan School

Arrival and Dismissal Procedures

ARRIVAL

8:05 a.m.- 8:20 a.m. Kindergarten – Grade 3

Bussers

- All buses arrive at the front of the building at Door # 1 (High St. Entrance)
- Each bus is assigned a Bus Leader-a teacher who leads the effort in improving bus behavior and build community among bus riders. Bus Leaders will board the bus when it arrives at school each morning. Bus Leaders will greet children, review expectations for entering the school, and check in with the bus driver.
- Students will enter the building at Door #1 by the Grades 1-3 Office and proceed to their classrooms. Students on the 2nd and 3rd floor will use the stairwell next to the gymnasium.



Walkers

- All walkers (students literally walking to school) should enter the school through front door #1.

Riders

- Students who are driven to school by a parent are **RIDERS**.
- Drop off is on the side entrance of the school accessible only by North Atkinson St.
- Please enter the driveway and proceed to the side of the building.
- Once in the drop-off area (alongside the sidewalk at the side entrance of the school), pull all the way forward towards Murphy Ave so that cars can be stacked the full length of the sidewalk.
- Students dropped off in the queue should be able to independently exit from the vehicle.
- Students may only exit on the passenger side.
- Once in the queue, you must wait for a staff member standing close to the Murphy Ave. exit to signal that cars may exit.
- There are barriers preventing cars from trying to circumvent cars in front of them in the queue. Please remain in the drop-off lane at all times.
- To exit, please proceed straight to Murphy Ave. to take a RIGHT only on Low St. OR
- Take a left at the end of the queue and proceed around the back of the parking lot to exit back onto North Atkinson St. Only a RIGHT turn will be allowed onto North Atkinson St.



Riders entering the School

Students should enter the school at the designated door for their floor:

- Door 2: 1st floor students (closest to the offices.)
- Door 3: 2nd floor students (middle door)
- Door 4: 3rd floor students (closest to Murphy Ave.)

Door 4 3 rd floor	Door 3 2 nd floor	Door 2 1 st floor
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All staff members are on duty in the morning and stationed at designated areas (crosswalks, entrances, stairwells, corridors, etc.) to greet students and supervise arrival. We will also have a transition team available to help students to their classrooms during the first few days of school. All kindergarten and first grade students should wear their name tags (passed out at Meet and Greets) for the first two weeks of school. Additionally, all kindergarten students will be escorted to the gym upon arrival for the first few weeks of school where kindergarten teachers will be waiting for them.

Preschool Arrival 8:30 a.m. or 12:15 p.m.

- All preschool students arriving by car must park in the main parking lot (North Atkinson side entrance).
- Please enter the parking lot at the second entrance. (see pictures)
- The 1st row of parking spots will be designated as visitor spots for parents.
- Please escort your child across the crosswalk to Door #2 (Miss Sue AM, Miss Samantha) or Door #3 (Miss Karen and Miss Sue PM) or Door #4 (Miss Giovanna, Miss Tanasi)
- A teacher will meet your child at their designated door.

Door 4
Miss Giovanna,
Miss Tanasi



Door 3
(Middle Door)
Miss Karen
Miss Sue PM

Door 2
Miss Sue AM,
Miss
Samantha

DISMISSAL

2:50 p.m.

Kindergarten – Grade 3

Bussers, Boys & Girls Club, Y Afterschool Program

- Bussers and Boys/Girls Club to cafeteria and ½ of gym. Y Afterschool to stage and ½ of gym
- Students will exit Door #1 to board the busses and exit from the front entrance towards High Street.

Walkers

- Dismissed by classroom to the front lobby area. Walkers will be dismissed through Door 1. Parents escorting their children should wait for them on the ramp by the flagpole. Please refrain from waiting for your child directly in front of Door 1. A staff member will check off students as they are dismissed to parents.
- A walker is considered a student who is physically walking home from school and not being picked up by a parent. Please do not park on the abutting streets and attempt to pick up a walker. This will cause great dissention with our neighbors and abutters. If you are picking up in a vehicle, your child is considered a rider and you must drive onto school property and either enter the pick-up queue or park in a visitor parking space to dismiss your child.



Riders

- All students picked up by a car will be dismissed through the side entrances.
- Every student will be assigned a pick up door:
- Once your child is assigned a door, this will be their default door all year even if their dismissal may change on a given day.
- Please follow the same procedure as the morning.
- Enter from North Atkinson St., proceed up the driveway and enter into the queue for pick-up at the curb alongside the Side entrance.
- Display your placard with your last name which will be given to you at the Meet and Greets. Placards will be color-coded by what door your child(ren) is assigned to in order to expedite the pick-up process.
- Please roll down your window and tell a teacher who you are here to pick up if you do not have a placard.
- Please pull all the way up in the queue so that we can fit as many cars as possible.
- Teachers will call students via walkie-talkies from their pick up doors.
- Please be patient we will be taking attendance and checking off each student as they are picked up to ensure they are being dismissed to the correct person.
- Wait until a staff member closest to Murphy Ave. signals for your car to exit.
- Remember right turns only from Murphy Ave. onto Low St. and from the driveway to North Atkinson St.

<p>Door 4 All 3rd graders students with no younger sibling</p>	<p>Door 3 All 1st and 2nd graders with no younger sibling. Any 3rd grader whose youngest sibling is in 1st or 2nd grade.</p>	<p>Door 2 All kindergarten students and their older siblings in 1st, 2nd, & 3rd grade.</p>
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Dismissal for ½ Day AM K (11:30 a.m.), 4 Day AM PK (11:15 a.m.), Extended Learning PK (1:00 p.m.), and Full Day PK (3:00 p.m.)

- Bussers will be dismissed at their departure time from Door #2 at the side of the building.
- Riders and Walkers will be dismissed at their departure time from the side of the building: Door 4: Miss Giovanna, Miss Tanasi. Door 3: Miss Karen, Miss Jessica, Miss Sue PM, Mrs. Gershuny, Mrs. O’Malley. Door 2: Miss Sue AM, Miss Samantha AM. If you are picking up your child in a vehicle, please park your car in the front row in the parking lot and walk to your assigned door to sign out your child.



To park- enter at 2nd/middle entrance to lot

Visitor Parking- 1st Row

Door 4
(Closest to Murphy Ave)
Miss Giovanna and Miss Tanasi

Door 3 (Middle Door)
Preschool: Miss Karen and Miss Sue PM
½ Day Kindergarten: Mrs. Carroll, Mrs. Gershuny, Mrs. O’Malley

Door 2 (PK/K Office Door)
Miss Sue AM, Miss Samantha

