

Arrival and departure procedure New Kent

Morning Arrival

- Bus – Leave the classroom to walk to the New Kent Elementary school between 8:25 and 8:30. Buses arrive in two locations. The Assistant receives the children off of the busses in the front of the New Kent Elementary school. (buses arrive between 8:40- 8:50 unless they are running late) The teacher receives the children of the buses/school cars in the back of the school- children coming from areas of the county outside of the New Kent Elementary school district and special needs transportation. Buses arrive between 8:40-8:50 unless they are running late. Once all the buses have arrived the Head Start students and staff are bussed back to our classroom.
- Parent drop off-Parents can drop off the children to the classroom around 9:00. (could be a few minutes earlier or later depending on the time we arrive with the children from the elementary school.) Parents sign the child in on the daily sign in/out form. (child's name, relationship to child and arrival/departure time)

Departure

- Parent pick up- children are to be picked up by 3:00. Parents sign the children out on the daily sign in/out form. (child's name, relationship to child and arrival/departure time). If the child is not picked up before we have to leave to get on the bus that takes us back to the elementary school, the child will go with the group on the bus. We will try to reach the parent. The office and advocate are notified.
- Bus- Leave the classroom between 3:00 and 3:05. Bus arrives between 3:10 and 3:15 to take us back to the elementary school. The teacher and children who got on the bus in the back are dropped off on the side of the school then they walk down the sidewalk to the back. Buses arrive between 3:20-3:35- sometimes later. The remainder of the children and assistant are dropped off in the front of the school. The buses in the front come between 3:25 and 3:40 (one late bus most days) Staff walk back to the classroom once all the children are on the bus.