

John E. McCarthy Memorial School

Arrival & Dismissal Procedures



Arrival

School begins promptly at 8:50 a.m. All students are expected to arrive at school on time. There is a late bell at 9:00 a.m. Students who arrive later than 9:00 a.m. must enter the school through the main entrance and report to the office to receive a tardy slip. Students arriving late to school repeatedly may be assigned an afterschool detention.

Taking the Bus

Students who take the bus to school may ride the bus for free if they live 2 or more miles from the school.. Students who live under 2 miles from school, but wish to take the bus may pay to ride. To find out about whether your child is eligible for the bus or if you may pay for them to ride the bus, contact the transportation office at 978.536.6581. Additional information is posted on the district's website at www.peabody.k12.ma.us.

ALL STUDENTS WHO RIDE THE BUS MUST HAVE A BUS PASS TO RIDE THE BUS EACH DAY. Bus passes will be mailed home prior to the start of school. Students who ride the bus to school will be dropped off at the main entrance and supervised in the cafeteria by a teacher until the school day begins.

Arriving by Car

No student should arrive at school earlier than 8:50 a.m. if they are driven to school by a parent. There will not be adequate supervision at the school prior to this time to ensure your child's safety. Parents driving their children to school in the morning are asked to follow the traffic flow shown on the map on the next page.

Please notice that there is only one entrance to the McCarthy School from Lake Street. Please be careful not to enter through the area designated as the exit. Once on the campus, **only buses will be allowed to proceed to the front of the building during arrival and dismissal hours.** Cars dropping off students will drive around the back of the building to to the side area designated as the **'Student Drop-Off Area.'**

Students may be dropped off here in the morning and enter the school through the side entrance. There will be a teacher at this entrance **beginning at 8:50 a.m. each morning** to greet your child. After dropping off your child, continue to proceed to the front of the school and exit onto Lake Street. **Please do not park your car in the student drop-off area!** If you need to enter the building please park your car in a parking spot. Once inside the school, please report to the office, sign-in, and receive a visitor's badge.

Dismissal



School ends at 2:55 p.m. At the McCarthy School, we value every minute of instructional time, therefore, students will not be dismissed prior to 2:55 p.m. without a written request from a parent.

Bus Dismissal

Bus students will be supervised in the cafeteria at the end of the day until their buses arrive. **No student can ride a different bus to or from school other than the one they have been assigned to by the transportation office. Thank you for your cooperation with this rule. ALL BUS STUDENTS MUST HAVE A BUS PASS EVERY DAY TO RIDE THE BUS.**

Parent Pick-Up

All students who are picked up must bring a note to school **on the day** that they will be picked up. **Please include your child's name, teacher's name and grade level in the note.** Even if your child will be picked up every Tuesday throughout the school year, the school will still require a note each Tuesday. **If you pick up your child everyday (M-F) throughout the school year, you may fill out a PERMANENT DISMISSAL form at the beginning of the year.** On this form, please identify all persons that are allowed to pick up your child. We will keep this form on file for the year and you will not be required to send in a daily note. The school cannot accept verbal or phone requests for pick up or dismissal as we cannot identify the caller. Parents may fax us a written request for dismissal if there is a change in dismissal plans during the day.. Our fax # is 978.536.9925.

Important! If you have an custody concerns or court orders prohibiting anyone from dismissing your child from school please provide the school with any and all legal documents so that we may keep these on file to ensure your child's safety.

If you are picking up your child from school, please be aware that **we will not dismiss any child to a standing vehicle. At 2:55 p.m. students will be dismissed from the black double doors in the back center of the McCarthy School. If you are picking up your child please drive around to the back of the building to park your car on the hardtop.**

There is plenty of parking in this area between the school and field. At 2:55 p.m. the dismissal door will open and students will proceed to their corresponding grade level number (K,1,2, 3, 4, or 5), which is painted on the blacktop. Once there, the students will wait their grade level line with a teachers. Please go to your child's grade level and sign out your child with the teacher on duty. If you have more than one child, you will have to sign out each of your children separately. You will be asked to sign your child out on a dismissal form and show picture identification. Please bear with us the first few weeks of school as we become familiar with you. Eventually, you will not have to show identification once we recognize you.

Dismissal on Days of Inclement Weather

On days of bad weather, the students will **not** wait in a line outside. At 2:55 p.m. the black double doors will open so that parents may enter the building to sign out their children. Students who are being picked up will be waiting in the preschool rooms located at the back of the school. Students will be grouped by grade level in the following manner:

Kindergarten:	Room 115
Grade 1:	Room 114
Grade 2:	Room 113
Grade 3:	Room 112
Grade 4:	Room 111
Grade 5:	Room 110

Please sign your child out with the grade level teacher on duty. If you have more than one child, you will have to sign out each of your children by picking them up in the appropriate preschool room. We appreciate and thank you for your cooperation

