

# IMPORTANT DROP-OFF & PICK-UP REMINDERS

## Brookside Elementary School

*We ask for the help of all parents to maintain a productive learning environment at the beginning and end of each school day. Thank you for your help!*

### MORNING DROP-OFF

**Students should not be dropped off at school before 7:45am.** Students must play or wait only in supervised areas each morning before the bell. We ask students to hang their backpacks and head directly to the supervised areas to wait, play, and ultimately line up to wait for their teachers. If you accompany children onto campus in the morning, please wait in the lunch area only.

Please be mindful of the teachers' time in the morning. Typically teachers utilize their valuable time each morning to prepare for the days' lessons and activities. Meetings with teachers are always invited and should be pre-arranged ahead of time. Thank you!

#### Please DO:

- Utilize the parking lot drop-off zone for children in grades 1 – 5
- Wait only in the lunch table area if you stay until the bell
- Kindly leave campus once the bell rings in the morning

#### Please DO NOT:

- Wait with children on the playgrounds
- Wait anywhere on campus other than the lunch tables.
- Follow students/teacher to the classroom
- Remain on campus any time after the morning bell without signing in through the office and receiving a visitor's badge

### AFTERNOON PICK-UP

Please remember that our fourth and fifth grade classes are in session until 2:56pm on Mon., Tues., Thurs., and Friday. Likewise, on Wednesdays, our first through fifth grade classes are in session until 12:40pm. We ask that all families arriving earlier, as well as those who are picking up children at both the earlier and later dismissal times, please remain in the lunch table area and other areas away from classrooms so as not to disrupt the academic instruction that takes place until the end of the school day.

#### Please DO:

- Utilize our After-School supervision for students in grades 1 – 3.
- Sit with your children and other parents at the lunch tables (a great time to start homework!)
- Supervise your children by sitting on the picnic table or the benches at the top of the hill
- Be mindful of the classes in session close-by if you are at the top of the hill or near hallways

#### Please DO NOT:

- Enter the supervised area between 2:30 and 3:00pm. This area is for staff and students only.
- Stand or sit outside of the classrooms in the 200 building
- Allow your children to roam, run, or play unsupervised
- Allow children to play on the upper yard or in the center quad
- Gather in center quad or in the hallways near the 200 building

We appreciate your efforts in keeping younger children under your supervision and out of “ear-shot” of the classrooms. The noise carries more easily than you may expect and our teachers and students inside the classrooms can hear all of the voices and conversations outside of their doors and windows. We want you to have a comfortable place to wait for your children and to visit with other parents, and we hope that you are understanding of this need.