PM class UPK /4PK (Campbell) – TRANSPORTATION PROCEDURES

**INFORMATION FOR BUS RIDERS TO SCHOOL IN PM CLASS (12:15PM)**

1. Small buses pick up our PM class as they take home our AM class so your child will be picked up sometime between 11:20 am and 12:15. The bus garage may be able to provide a more specific idea of timing.
2. Your student will be released from the bus right at the end of our PK ramp. They will only be released when PK teachers come to collect them.
3. We will take them into the classroom & direct them to hang coat on their coat closet hook. (once we wear boots they stay in the hallway locker & child will need shoes to put on)
4. They will wash their hands and sit immediately for lunch in the classroom.

**INFORMATION FOR PARENT- DROP OFF IN PM PK CLASS (12:15)** (not bus riders)

1. Remember parents will not be entering the school building. Choose and practice a quick and consistent good bye routine at the sidewalk. This will ease transition.
2. Drop off is at the loop at the end of the school. At 12:15, Mrs. Sisson (3PK) will open the FIRST door to collect students. As you arrive, pull as far to the front of the loop as you can so everyone can fit. (I will be collecting bus riders at another door)
3. You may wait in your car and unload when she opens the door.
4. Please DO NOT PARK at the front of the school bus loop. The buses need to get through and park there to drop off our riders.
5. We will welcome students at our class door & direct them to hang coat & backpack on their hook. Once we wear boots they stay in the hall locker. \*please be sure your child has sneakers/shoes that are not tracking mud into the classroom as we spend a lot of time on the floor!
6. Students will wash their hands and sit immediately for lunch.

**INFORMATION FOR BUS RIDERS HOME FROM SCHOOL IN PM PK at 3:10PM.**

1. We will be walking students directly to their buses to be sure they board the right bus.
2. You will need to provide the school with 1 or 2 consistent locations for your child to be dropped off. (schedules that change by month can be filed with the greeter and us)

**INFORMATION FOR PARENT PICK UP in PM PK (between 3 and 3:10 PM)**

1. We will walk your child to the front door by the business office (to the left of the main door). This keeps the littles (3PK & 4PK) out of the crowd at the main entrance. Please pick PK kiddos up before you pick up older children.
2. You may wait on the sidewalk outside this door and we will bring kids out to you. At the beginning of the year we will be verifying who you are until we get confident that we know those who are allowed to pick up each child.

\*BUS CHANGES: if there is a bus change, during the day please call the greeter as early as possible .