

# ARRIVAL PROCEDURES

- **There is no adult supervision for students until 7:45 a.m. Parents who drop off their children before 7:45 a.m. will need to enroll them in before school care. *The Before School Care Program offers supervision and activities for PK – 5<sup>th</sup> Grade students from 7:00 a.m. to 8:15 a.m.***
- Students enrolled in before care will be permitted to enter the building starting at 7:00 am through the main entrance. They will report to the cafeteria where they will be supervised by an activity leader.
- Ensure you are dropping off your child at their designated drop off area and drop off time.
- Students arriving prior to their designated instruction time may report to the cafeteria to have breakfast. Breakfast is FREE for all students.
- Students will walk on their own to class where teachers will be waiting to receive them.
- Students entering through the West entrance (60<sup>th</sup> Avenue drop off area), **will be dropped off directly from the car by the parent. Please do not park your car in the drop off area to walk your child to the door as this will cause traffic to back up.**
- Students arriving via private bus or MDCPS bus will enter the building through the main entrance and report to the cafeteria until their teacher arrives.
- Students arriving after 8:35 am will enter through the main entrance regardless of their grade level and will be considered late. **Parents will not be allowed to enter with the student.**
- **NO PARKING FOR PARENTS WILL BE PERMITTED IN THE FACULTY PARKING LOT AT ANY TIME.** There are 10 parking spots in the parent parking on the west side of the school as well as on the street in unmarked areas. Please make sure you are not parking on someone's property or in areas clearly marked NO PARKING – you will get a ticket from West Miami for any parking violation.

Time	Main Entrance	West Entrance (Parent Drop Off Area)
7:45 AM – 8:20 AM		PRE-K, KINDER & 1st grade
7:45 AM – 8:35 AM	Ms. Mendez, Ms. McKinney Ms. Donaldson, 4th & 5th grade	2 <sup>nd</sup> & 3rd