Norman Binkley Elementary School
Arrival / Dismissal Procedures

DAILY SCHEDULE
7:30 a.m. Students may enter the building and eat breakfast.
7:30 a.m. Breakfast served
8:00 a.m. CLASSES BEGIN
3:00 p.m. Car riders, Bus Riders, Day Care and walkers are dismissed.

ARRIVAL
School doors open at 7:30 a.m. Children may eat breakfast or go to the gym until the bell rings at 7:45 a.m. at which time they may go to their classroom. All children should be in their rooms by 8:00 a.m. ready to begin the day. Students who are late must go to the school office to sign in and receive a tardy note to admit them to class. We request that an adult accompany the child to the office to sign them in.

EARLY DISMISSAL
Parents who find it necessary to pick up their child before school is dismissed must come to the office and sign out the child. Students will not be dismissed to anyone whose name is not on the location card. This is done to assure parents that no unauthorized person can get their child out of school. When a parent knows their child will be dismissed early, a note should be sent to the teacher stating the reason for the dismissal, time student is to be dismissed, and a phone number where the parent can be reached to verify the note. Students will be called to the office upon the arrival of the parent/guardian. Children cannot be signed out after 2:30 p.m., per district policy. A child must be in attendance for a minimum of 1/2 of the school day to be counted as present.