Napier Elementary School
Arrival and Dismissal Procedures

Arrival

- Students who arrive between 7:30-7:45 please report to the cafeteria or sit in the front lobby.

- Students will be dismissed to classes starting at 7:45 a.m.

- Breakfast is served in the classrooms at 7:45 a.m.

- K-4th Grade students are encouraged to walk to class independently. Pre-K parents are asked to drop off students at classroom by 8:00 a.m.

- Students that arrive after 8:00 a.m. are tardy and must report to the office to receive a tardy note before reporting to class.

- Announcements begin at 8:15 a.m.

Dismissal

- Dismissal begins at 3:40 p.m.

- Parent pickup will dismiss through the gym. Parents are asked to wait in the gym for their student(s).

- Walkers exit from music room and dismiss through the double doors facing Fairfield Avenue.

- Bus riders are organized by stop number and dismiss to the bus from the cafeteria.

- Car Riders line up in the rear of the cafeteria by grade level.
  
  - Pick up line for car riders is on the Fairfield side of the building, by the Community Center.

  - Parents will remain in cars and display their pick-up number.

  - A staff person will call students out as cars pull forward.

  - Please do not drive while students are loading into cars.

- Students not picked up by 4:00 p.m. will return to the office and call parents.

ALL STUDENTS SHOULD BE PICKED UP BY 4:15 p.m