

HNES Kindergarten Dismissal Procedures:

Bus Students – Students are brought to their assigned school bus by staff and sat in the front of the bus. The staff member makes verbal contact with the driver to ensure she/he visually acknowledges and familiarizes himself/herself with the kindergarten students. Kindergarten bus students have a special bus tag affixed to their backpacks. The drivers will check the care providers government issued identification at drop-off.

Additionally, each kindergarten student will be provided a lanyard to wear home each day that says “PWCS Kindergartener.” Parents and guardians should ensure that their kindergarten student is wearing the lanyard before boarding the bus each morning.

- **Before the First Day of School:** Please fill out the kindergarten authorization form below and return it to school – this form lists individuals authorized to get your student off the bus. The form should be updated by a parent or guardian whenever there is a change.
- **Each School Day:** An authorized person must meet bus at the stop each morning and afternoon, and presenting a valid government/state ID to the driver each afternoon. Please ensure your student has a tag on their backpack and is wearing their lanyard before boarding the school bus each.

Walkers – Students are walked out by staff. Parents/guardians meet walkers at the bottom of the school entrance/four corners. Parents provide their walker/car rider number. The walker/car rider tag is received at open house or in the office throughout the school year after government identification is checked against student information system.

Daycare Van Riders – Kindergarten staff bring the students to the daycare ‘room’, and they are walked out to daycare vans upon arrival.

Car Riders – Parents sign up for a car tag that is displayed in their front windshield. This can be accomplished at Orientation, Open House or in the office during the school day. Kindergarten teachers bring car riders to the cafeteria. They are escorted out to an assigned color square outdoors when their number is called. Students must exit the cars on the passenger-side next to the sidewalk and may never enter the loop on the left side of the car. Car riders must use the main loop in front of the school for drop-off.

AlphaBEST Before & After Care Students: Parents will ring the doorbell at door 2 near the front entrance of school. They will come into the AlphaBEST room to sign their children in and out each day.