

BCE Arrival and Departure Procedures (2011-2012)

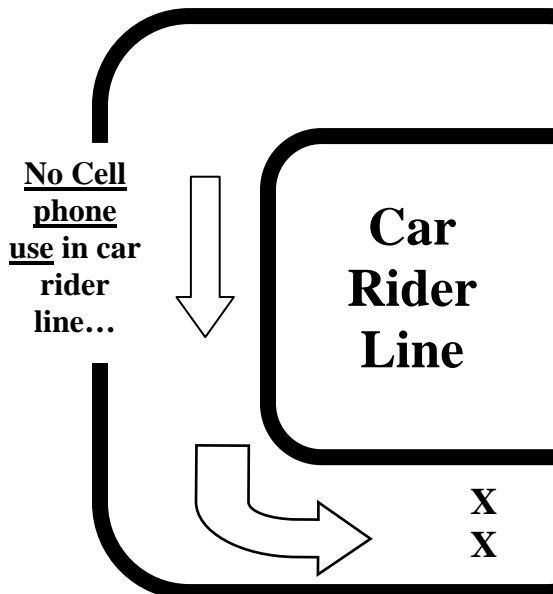
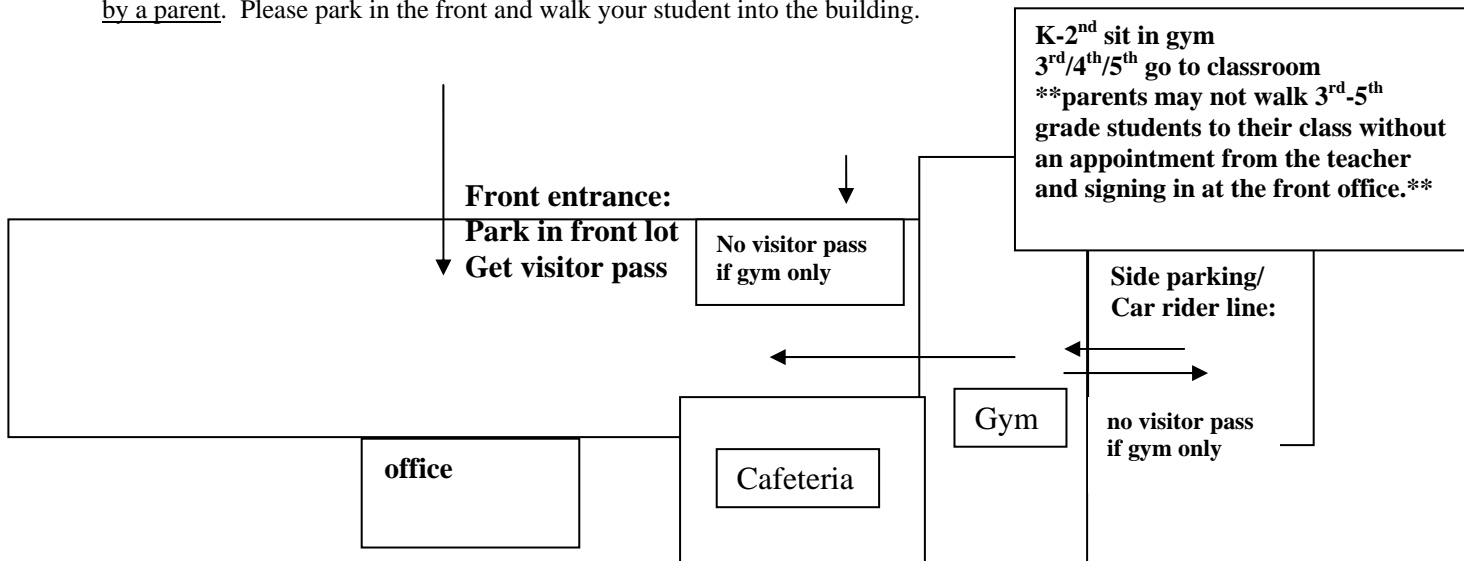
It is very important that we maintain a secure building from the start of the day to the dismissal of our students at the end of the day. We are going to be strictly enforcing the following procedures to ensure the safety of all.

Arrival:

Teachers will be on duty at 7:20. If you walk your student into the building in the morning, you must stop by the office first to sign in and get a visitor pass. If you walk your student into the gym from the car rider side of the building, you do not need to get a pass unless you leave the gym/cafeteria to go into the building. You must have a visitor pass at all times when you are in the building.

Arrival areas: Front parking—get a visitor pass when you enter in the front door.
 Side parking (by car rider line)—get a visitor pass if you leave the gym or cafeteria with or without your student.

Car rider line- Please do not use the car rider drop-off line after 7:45. The gym/cafeteria doors are secured at 7:45-the start of our school day. Any student arriving after 7:45 must be signed in at the office by a parent. Please park in the front and walk your student into the building.



As you enter the car rider line please remember that this is a school zone. Please drive slowly as you never know if a child will be walking in the area.

Do not pass cars who are loading or unloading children. Our staff members will be moving the car rider line along as efficiently as possible.

Please use the crosswalk to cross the parking lot and campus area.

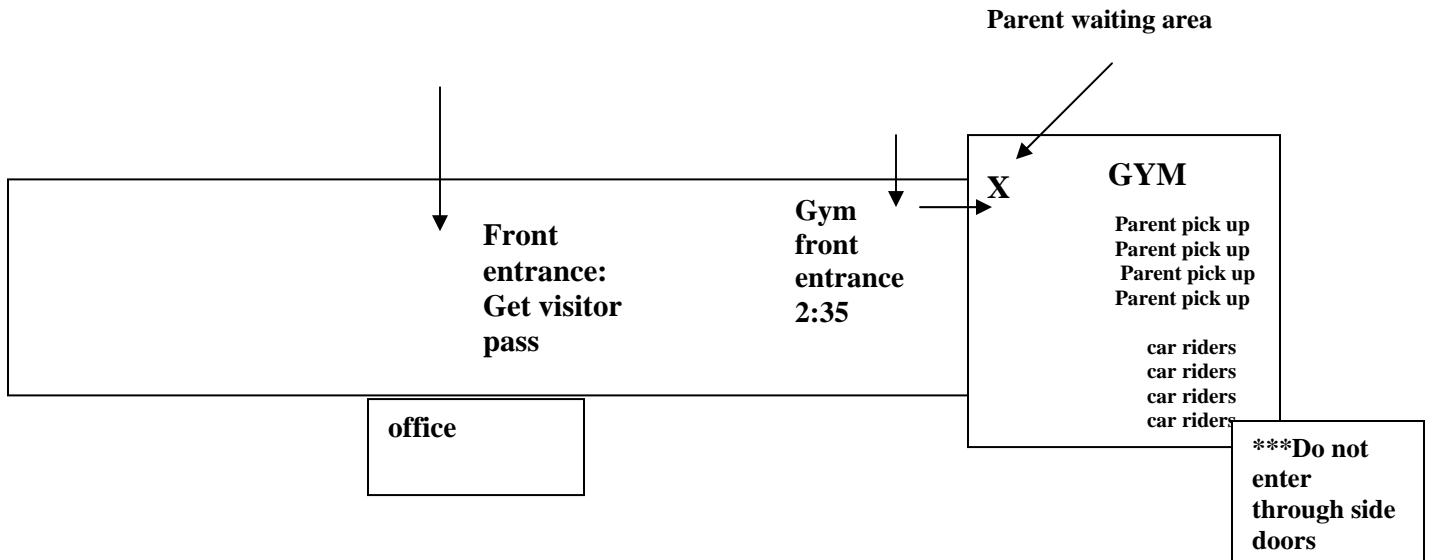
Safety is our top priority!

End of Day-Departure:

If you are only coming into the building to pick up your child after school, please arrive after 2:35. From 2:35-2:45 you may enter the front entry by the gym. Do not enter through the side gym door. Please go directly into the gym and wait in the designated area. The gym is in use by our PE department until 2:35. If you arrive in the building before 2:35, please sign in at the office and get a visitor badge. Go directly to the hallway by the gym entrance and wait until the gym is opened for the parent waiting area. All students need to be picked up in the gym. **Please do not pick your child up in the hallway as their class is walking to the gym.**

At dismissal, students will be walked to the gym and seated in a designated area: Car Rider or Car-Rider pickup. Parent pickup students who have parents waiting for them will be released one at a time to ensure safety. After you have picked up your child, please exit the gym.

If you are in the building after dismissal to visit with a teacher or any other business, please sign in at the office and continue to wear your visitor badge while in the building.



Thank you for your help in keeping our building secure and our students safe!

Janie Braxdale

Principal
Bee Cave Elementary
533-6260

Dismissal Times

2:40 Car rider, Primrose,
After school classes
2:45 Bus Riders
2:48 Inside Parent Pick up,
Extended Care

August. 2011