

BEFORE SCHOOL ARRIVAL: 8:30-9:00am

Those who arrive between 8:30 a.m. and 8:45 a.m. will be supervised and are expected to read silently in the front lobby. Parents who need childcare before 8:30 a.m. can register with QUAMCO, a before-school program which begins at 7:30 a.m. The only supervision before 8:30 a.m. is with this program. Supervision must be provided at all times in the school. Because there is no supervision in the front lobby before 8:30 a.m., children may not enter the school until that time. If an emergency arises, please contact the school administration.

All children, except those enrolled in Quamco, must be dropped off at the front of the school. Please **do not** leave your car in the circle to walk your child to class. There is a “rolling” line; staff members are available to assist children.

QUAMCO

The Quamco before and after-school program is designed to meet the needs of working families. The program runs from 7:30 a.m. to 8:45 a.m. and from 3:30 p.m. until 5:30 p.m. The program is located in the Band Room, just off the Cafeteria. Quamco parents should drop off and pick up their children from that location. Separate fees are required for A.M. and P.M. sessions. Further information may be obtained in the Toquam office or at the ROSSCO OFFICE — 323-0681. Registration is handled through the ROSSCO Office.

SCHOOL SESSIONS

Grades K - 5 Full Day Session

9:00 a.m. - 3:30 p.m.

Early Release Day Session (see calendar)

9:00 a.m. - 1:20 p.m.

Students who arrive after 9:00 a.m. must report to the main office for a tardy slip before going to their classrooms.

EARLY PICK-UP

If your child must leave school before dismissal begins (3:20 p.m.), please send a note to the teacher. At the time of early pick-up, come to the office first to sign your child out. Your child will be dismissed only through the office. **Please do not go to the classroom.** Teachers cannot release the children to you directly. Please send a note or call ahead of time to notify the school of the early pick up. Children will not be waiting in the office; they will be called when you arrive.

We ask that you keep early pick-ups to a minimum. The State of Connecticut mandates the number of instructional hours that students must have in order to progress to the next grade. To meet those requirements, students are expected to be in their classrooms through the beginning of dismissal (3:20 p.m.).

DAILY DISMISSAL

Our staff members will follow the usual dismissal plan indicated by the parent/guardian at the beginning of the school year.

Any changes in dismissal plans must be communicated by the parent or guardian to the child's teacher at the start of the day, preferably in writing with the date for the change clearly indicated.

We cannot take a child's word for a change in plans; without a note, we will follow your original instructions.

PARENT PICK-UP

- We ask that parents remain in their vehicles for a "rolling" pick-up to facilitate a timely and safe dismissal. The curbside staff will communicate your arrival to your child at which time your child will be dismissed through the front door.
- If you choose to park and wait in the front for your child, you must sign the pick-up sheet on the front window.
- Kindly wait for your child outside, not in the main lobby. There is no parent pick up in the cafeteria
- Students wait until names are called. .
- Students not picked up by 3:40 p.m. will wait in the office. Always call ahead if you are delayed.



AFTER SCHOOL COMMUNITY PROGRAMS

Students riding to the Glenbrook Community Center, Jewish Community Center, or Piper's Hill will be supervised by staff members while they wait for their vans.

DOLAN SIBLINGS

Dolan dismisses 50 minutes (a whole academic period) before Toquam. Dolan students are expected to get permission from the principal to wait for a Toquam sibling and follow these rules:

- Enter Toquam through the front door.
- Wait quietly on the lobby bench.
- Read a book or complete homework.

WALKERS

Children who walk home from school are to proceed to the front lobby. When dismissed by the supervising staff member, they are to go directly home. Please indicate clearly on the information sheet if your child is a walker.

For safety reasons and property protection, we discourage children from riding bicycles to school. Bicycle racks are not monitored by school personnel during the day.



BUS RIDERS

Bus riders will be escorted to the cafeteria by staff members to wait for their buses. Students will sit at designated tables under staff supervision.

BUS SAFETY

You can help the school protect your child's welfare by discussing the following guidelines:

- When waiting for a bus, your child should stand away from the traveled portion of the road and remain in the protected area until the bus comes to a full stop.
- After boarding a bus, your child should take the assigned seat and remain seated until the destination is reached.
- The bus driver has an important responsibility. To be effective, the driver must have complete charge of all passengers. If a driver finds a student's conduct is unsafe or disrespectful, a report will be made to the school. You will be notified of the infraction. If correction is not immediate, bus riding privileges may be suspended for a period of time.
- **If no one meets your child at the bus stop, the bus driver will either take your child to the First Student depot on Selleck Street or return her/him to school.** Kindergarteners will not be released without supervision. Always call the school immediately if your child does not get off the bus (977-4556). You may also call First Students at 324-8538 for assistance.
- **If your child is not going to ride the bus on a certain day, the classroom teacher must be notified in writing about other arrangements.** Without a note, we will follow your original instructions. We cannot take a child's word for a change in plans.
- Only bus students may ride buses. Students may not switch buses to ride home with a friend. Play date transportation must be arranged between families without the use of the bus. If a child-care emergency arises, please include this information with your phone number in a note to the teacher. This will be sent to the office for approval.