



## Royle Safety Bulletin 2010 - 2011

### Welcome to a new school year!

Please read the following procedures carefully to help ensure your child's safety at Royle, in the parking lot and elsewhere.

### MORNING ARRIVAL

**Children should not arrive at school prior to 8:10 a.m. There is no supervision on the playground prior to this time. School begins at 8:25 a.m.**

**Walkers:** Weather permitting, walkers should proceed directly to the playground. Please remain on the blacktop paths and do not allow children to cross the parking lots. Please walk bicycles or scooters on school property at all times.

**Kindergarteners:** During the first few days of school, kindergarteners should meet on the front steps. After this time, kindergarten walkers should be dropped off at the kindergarten playground, directly behind the portable classrooms.

**In case of rain:** Kindergarteners should go directly to their classrooms; Grades 1-2 should go directly to the Cafeteria, and Grades 3-5 should go directly to the Common Room.

**Late Arrival:** If your child arrives after school opening, he or she should sign in at the Main Office before going to his or her classroom. They will receive a tardy slip to give to their teacher. Otherwise, they will be marked absent.

### CHANGE OF DEPARTURE

All change in departure requests must be in writing/email and sent into school on the day of the occurrence. Both the parent requesting a change to his or her child's departure and the "host" parent must send a note. In addition, all requests should be made at the start of the school day. **Last minute changes are strongly discouraged.** Requests will not be approved for large groups of students to go on a different bus, e.g. birthday party or scout meeting.

### KINDERGARTEN DISMISSAL

Kindergarteners will be dismissed at 2:50 and will be supervised in the "Kids Zone" until picked up. Parents are asked to refrain from coming to the classroom to pick up their child. If a parent arrives at the classroom to pick up their child, it is very disruptive. If you must pick your child up early, please report to the office; your child will be sent down. Kindergarteners taking the bus will board prior to older children. The first four rows will be reserved for them if they chose to sit there. If an adult is not at the bus stop where a sole kindergarten student is dropped off, the student will remain on the bus and brought back to school at the end of the bus route.

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## **AFTER SCHOOL PICK-UP**

Please pick up your child promptly. Children who are walking or being picked up will be dismissed from their classrooms and will proceed to the Kids' Zone in the rear parking lot. Mary Michelson, our Assistant Principal, will be there to supervise the children until **3:10p.m.**

## **BIKES AND SCOOTERS**

Only third, fourth and fifth graders are permitted to ride their bikes and scooters to school. Bikes are to be locked to the bike rack at the rear of the school with locks your child can open. Scooters must be folded and placed in classroom closets. Bike and scooter riders must walk their bikes and scooters on school property at all times. Please note that helmets are required at all times.

## **PLAYGROUND**

The Physical Education instructor reviews all playground rules with the children during the first week of school. Before school, only kindergarteners play on the kindergarten playground located directly behind the portable classrooms. During recess after lunch, kindergarteners may use the rest of the playground. Kindergarteners will have access to the Spacenet climbing structure in the second half of the school year.

## **DOOR SECURITY**

Visitor access to the school is through the **front door only**, which is locked except for drop-off and pick-up times. To enter, press the black button on the exterior door and open the door when you hear a click. All visitors must stop at the office and fill out a visitor's badge.

## **PARKING**

**Parking is not permitted along the bus loop, drop-off loop or adjacent to the islands.** These areas are designated fire lanes and are subject to ticketing. In addition, parking is only allowed on the school side of Royle Rd. This is to allow room for any safety vehicles that need to travel to the end of the road. Please consider parking on Sunset Rd and Oak Crest.

*Thank you for assisting us in our efforts to make our school a safe and peaceful environment for our children. Please contact us with any concerns or ideas you may have regarding safety at Royle School.*

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*Child Safety Committee*