



Team and Family:

Safety and academic performance is always of the utmost importance at KIPP OKC College Preparatory. As we return back to school, we must be reminded of certain expectations around arrival and dismissal in order to ensure the safety and success of all scholars and staff.

Arrival

Arrival begins at 7:30 a.m. Scholars transition from the cafeteria at 7:55 a.m. to begin instruction in their classrooms at 8:00 a.m.

1. Scholars should not be dropped off any earlier than 7:30 a.m.
2. Scholars are to be dropped off at the back entrance *only* each morning. Parents are *not* permitted into the school during this time unless previous arrangements have been made. Visitor passes are required for parents to be on campus.
3. The back entrance is open from 7:30 a.m.- 8:00 a.m.
4. Scholars arriving after 8:00 a.m. are late/tardy and should be brought into the front office to sign-in. Tardies are monitored. Parents will be required to conference with administration after three tardies.
5. In order for scholars to have adequate time to eat their breakfast, please ensure scholars are arriving no later than 7:45 a.m.
6. Scholars transition from the cafeteria to their classrooms at 7:55 a.m.
7. Breakfast is *not* served once scholars transition from the cafeteria at 7:55 a.m.
8. **Please be on time.** Scholars should arrive NO LATER than 8:00 a.m. as important instruction is missed if scholars are tardy. Please understand breakfast is not available to tardy students.

Dismissal

Elementary dismissal begins at 3:00 p.m. Monday through Thursday and 2:30 p.m. on Friday.

Car riders, daycare, YMCA, and Boys and Girls Club will pick up scholars from the back entrance of the school. Walkers will be released from the front of the school.

Only SIBLINGS (elementary scholars with middle school brothers and/or sisters) are to be picked up by the gym upon middle school dismissal at 4:00 p.m. Monday through Thursday and 2:30 on Friday.

1. Teachers and staff must know how each scholar gets home Monday through Friday. Please complete and return the attached transportation form by Friday, August 18, 2023.
 - a. Changes to transportation must be communicated to the front office and teacher no later than 1:30 p.m.
2. Car riders are picked up at the back entrance. Parents will pull up to one of six cones. Scholars are prepared for dismissal in the order of the cars.
 - a. Please ensure your School Safe ID is visible on your rearview mirror.
 - b. Please ensure your scholar's School Safe ID is secured on the scholar's backpack.
 - c. If you do not have an updated *yellow* School Safe ID, please secure an ID from the front office or contact your scholar's teacher immediately.
3. Do NOT cut in line. This is a safety hazard and creates unnecessary frustration. Please be kind to one another and practice patience as it takes collaboration of all stakeholders in order for dismissal to be safe and effective.
4. Scholars are coming out in groups of six in the order of the cars. Please ensure you are pulling up to the next available cone, staying in line, and not leaving space between you and the vehicle in front of you.
5. Scholars will not be permitted back into the building if belongings have been left behind. Scholars' belongings will be retrieved the next day if left behind.
6. Dismissal gates close sharply at 3:30 p.m. Teachers and staff should be notified immediately if there is a situation prohibiting pickup by 3:30 pm.
7. Late pickups require parents to come into the school and pick scholars up from the front office. Late pickups are monitored and parent conferences with administration will take place after *two* late pickups.

We value and appreciate your collaboration in order for systems to be safe and effective. Please ensure you have updated your transportation form and School Safe ID no later than Friday, August 18, 2023. Please reach out to your scholar's teacher or Ms. Perkins if there are any questions or concerns.

Together,

Ms. Perkins
Elementary Assistant Principal