

Students

Entering in the Morning and Exiting in the Afternoon

Our building can be a very busy place and student safety is our first priority every minute of every day at our school. It is important to review the following procedures for student safety that is in place at Harambee. These procedures are meant to ensure the safest possible environment for your child(ren). If you ever have a question, please feel free to contact the principal, Kristine Black, at 651-379-2501.

MORNING PROCEDURES: In the morning, children who are not attending the Y CARE Program should be coming to school between 9:10 and 9:20 a.m. Students are released to their classrooms or to the cafeteria for breakfast at 9:10 a.m. Below you will find more specific procedures depending on the transportation method your family uses.

- **Dropping your child(ren) off in the morning:** If you are dropping your child off in the morning between 9:10 and 9:30 a.m., you can pull up to the yellow curb and drop your child off. A staff member will be there to greet your child and supervise them as they enter the school. If, for any reason, you are dropping your child off outside of these times, it is extremely important that you park in our lot, escort your child to the office, and sign them in. **At no time should a child enter the building without direct staff supervision or without a parent escort.** We realize that there are times when traffic is bad and you may be running late. For the safety of your child(ren), we are asking that you adhere to these procedures even during these difficult times.
- **Students who ride the bus to school:** Bus riders will be dropped off in front of the school each morning. Each morning there are staff members who supervise the bus drop off area and assist children when coming into the school building. Staff members are aware when buses are late. On these occasions, the students will also be supervised.
- **Y CARE Drop Off:** If your child attends Y CARE, it is the Y CARE's policy for parents to escort children into the program and sign them in each morning. **At no time should a child enter the building without a parent escort.**

VISITING YOUR CHILD AT SCHOOL: Whenever you visit your child(ren)'s classroom for an event or a short visit, we ask that you stop by the office upon entering the building and sign in. At that time, you will be given a nametag to wear in the building. The nametag indicates to staff members that you have checked in at the office. If you are not wearing a nametag, staff members will direct you to return to the office to sign in and get one. Again, this procedure is for your child's protection and safety.

END OF THE DAY PROCEDURES: At the end of the day, our school is a busy place. To make sure that all students are kept safe, we have different procedures for the many different needs our families may have. The end of the day procedures are listed below.

- **Bus Riders:** All students who ride the bus are escorted out to the buses by their classroom teachers. Teachers check in with bus drivers, supervise the sidewalks, and assist students. When all students are safely loaded onto buses, the buses start their routes.
- **Students who are being picked up by parents/guardians:** All students who get picked up by a parent/guardian are escorted to the Pick Up Room (Room 4101) by their teacher. For the safety of all Harambee students, parent/guardian pick up does not begin until our second bell rings at 3:50 p.m. All students being picked up from school at any time of the day **MUST** be signed out.

- Students who are regularly picked up by families are printed on a list and must be signed out by the parent/guardian every time. The supervising staff in the Parent Pick Up Room depend on this pre-printed list to ensure the right kids are in the proper location and picked up by the right person.
 - Students who are being picked up for **that day** need to bring a note to school. The student should give the note to his/ her classroom teacher. The note will be sent to the office. The office staff will place the student's name on a daily list for the supervising pick up dismissal staff.
 - If a family has a dismissal change after their child(ren) is/are at school, the parent/guardian should call the front office and inform the office of the change. The office will then inform the classroom teacher that the student is being picked up. The student's name is placed on the before mentioned "list" so the supervising dismissal staff know who is picking up each child and can make a double check if something seems suspicious.
 - Only students who are regularly picked up or who bring a note for the day or who have a phone call placed to the office will go to the pick up room. ALL OTHER STUDENTS WILL GO TO THE BUS.
 - NOTE: There are times that a student will tell their teacher they are being picked up but do not have a note. If a parent/guardian forgets or neglects to write a note or call, each student will go home in their regular way.
- **Students who attend the Y CARE Program:** Students who attend the Y CARE program are escorted to the cafeteria at the end of the day. At this time, the Y CARE staff takes on supervision of students. Parents are required, according to Y CARE policy, to come in and sign their child(ren) out at the end of the day.