

## Addendum to 2022-2023 Family Handbook Added February 2022

### Student Arrival and Dismissal

#### Arrival Instructions:

- Approach the school entrance on St. Clair with caution. The parking lot is a one-way lot, and cars should enter on the St. Clair side and exit by turning right onto Highland Ave.
- Upon entering the driveline, follow the traffic pattern in the parking lot and pull all the way forward until a staff member comes to your vehicle and instructs your student(s) to exit the vehicle.
- Please wait along the sidewalk and pull up as far as possible to allow other families to enter the parking lot.
- Exit the parking lot slowly and safely, right turns only onto Highland Avenue during arrival and dismissal.
- Students may enter the building at 7:30 am and are counted tardy at 8:00 am when classes begin.

#### Important Details for the safety of your child:

- For the safety of all students, do not stop on the main street to let your students out of your car.
- Do not drop your student off before 7:30 am.
- Turn your music down.
- Do not smoke while on school property. This is a state law.
- Refrain from swearing or using offensive language while on school property.
- Driveline is a no-idle zone. Please turn your engine off until 7:30 am / 3:15 pm when arrival/dismissal begins.

#### Dismissal

No child will be dismissed early unless a note has been sent in ahead of time and/or in the event of an emergency. If picking up early, please park your car in a parking space and come to the front entrance, do not park in the driveline. A state-issued ID or approved Paramount pick-up card must be presented by an approved individual on the parent/guardian provided dismissal list before your student can be dismissed. It is the responsibility of the parent/guardian to contact the school if their student pick-up list needs to be updated or a one-time exception needs to be made. Students picked up early without a policy-approved excuse will be deemed tardy/unexcused early pick-up. Tardies and early pick-ups count towards your student's attendance. See the family handbook for further guidance on the attendance policy. Student pick-up is at 3:15 pm each day for K-2 and 3:30 pm each day for 3-4 unless otherwise noted on the school calendar. This policy is to minimize the disruption of instruction. **Families with students in K-2, who have siblings in 3-4, must pick up their students at the later release time of 3:30 PM.**

If your child attends the YMCA after-school program, K-2 students will be sent down at 3:15 pm, and 3-4 students will be sent at 3:30 pm. Parents will need to call the YMCA for dismissal. If your child rides the school bus or a daycare bus, they will be dismissed directly to the bus. Parents need to inform the office of any dismissal changes before 3:00 pm. If no changes are made, students will ride the bus or daycare bus as indicated on the end of the day student release form.

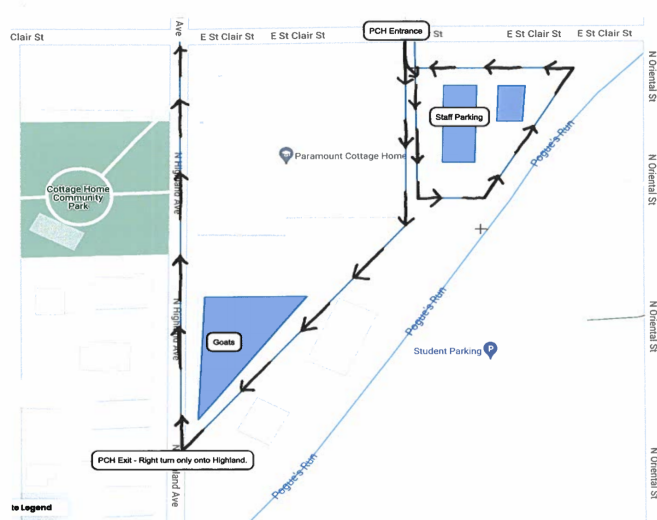
#### Departure Instructions:

##### Pickup Times:

- Students who carpool will be released at 3:15 pm in grades K-2nd and 3:30 pm in grades 3rd-4th.
- Students who walk home will be released at 3:40 pm to allow traffic to decrease.

##### Pickup Procedure for Driveline:

To ensure the safety of our staff and students, Paramount Cottage Home asks that parents stay in their cars during dismissal time. If your child needs help buckling their seat belt, please pull to the end of the driveline or park in a parking space before exiting your vehicle. Parents will pull up to the end of the sidewalk closest to Highland Avenue and fill in the drop-off zone. Parents will receive 2 cards with a number assigned to their child(ren). More cards are available at the front desk by request. Parents are asked to display their Paramount issued cards in a visible location, failure to display your card will result in you being asked to park to come inside to the front office with your State ID. Paramount Cottage Home staff will call for the child to be released from the classroom. Staff will help to escort the child to the car.



## After-School Tutoring

The school will host three after school tutoring sessions throughout the school year. All students are encouraged to attend. Information will be sent out to parents prior to each tutoring session. Tutoring will take place after school Monday through Friday and snacks will be provided to all who participate.

## Social Media

Parents may follow the school on social media at [Facebook.com/ParamountCottageHome](https://www.facebook.com/ParamountCottageHome), on Twitter at [@PSOECottageHome](https://twitter.com/PSOECottageHome), and Instagram at [@ParamountCottageHome](https://www.instagram.com/ParamountCottageHome).

## Daily Schedule

|                |                               |
|----------------|-------------------------------|
| 6:15 - 7:30 am | Before School Care (YMCA)     |
| 7:30 - 7:55 am | Doors Open / Breakfast Served |
| 8:00 am        | Instruction Begins            |
| 3:15 pm        | K-2 Dismissal                 |
| 3:30 pm        | 3-4 Dismissal                 |
| 3:40 pm        | Walkers Dismissal             |
| 3:15 - 6:00 pm | After School Care (YMCA)      |

This is the school-wide master time schedule. Your child's teacher will provide individual grade-level schedules.

## After-School Activities

Paramount Cottage Home offers various extracurricular activities and information will be sent out for each specific activity.

## Outdoor Recess

Students will have outdoor recess unless either the air temperature or the wind chill is below 25 degrees. Students should bring appropriate cold-weather clothing so they are prepared for outdoor recess. If your student is unable to participate in outdoor recess due to medical recess, a doctor's note is required.