



Peabody Arrival and Dismissal Procedures

Student Morning Arrival Schedule - All Arrivals at the 5th St NE Entrance

- **7am- 8:30am:** Before care only (for students enrolled in a program)
- **8:20am- 8:40am:** School Day arrival
 - Caregivers can walk their child to the classroom door.
 - Breakfast is available and free to all students. *Late arrivals will be offered breakfast.*
- **After 8:45am students are considered late.**
 - Caregivers must sign the *Tardy Book* located on the desk in the main lobby, and walk your child to the classroom.

Dismissal: 3:10pm- 3:20pm

- Students will be escorted by their teachers to the blacktop between 3:10 and 3:20pm.
- Caregivers will sign students out with their child's teacher before retrieving them from the line.
- Students participating in aftercare will be transitioned directly from their class to their designated after care location.

Late Pick-Up

- Pickup Time: All students must be picked up no later than 3:20pm.
- Any pickup occurring after 3:20pm is strictly prohibited. Caregivers who repeatedly pick up their children after 3:20pm will receive a formal notification letter. Continuous non-compliance may lead to further actions as deemed necessary by the school administration.

Car Parking During Arrival and Dismissal

- Please use all designated parking areas on 4th St NE, 5th St NE, and C St NE to be respectful to our neighbors.
 - Do not double park or block the alleyways.
 - The parking lot is off limits to all drivers (caregivers and staff) during dismissal for safety purposes.

Inclement Weather Dismissal

- During inclement weather, students are to be picked up directly from the classroom at dismissal time by caregivers. Caregivers enter the building to sign their child out at the classroom door.

***Students may only be signed out by individuals who are listed on the emergency contact list, release sheet, or through direct communication with the school.**