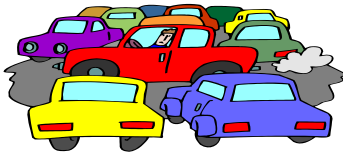




CLEMENTON ELEMENTARY SCHOOL HOURS

GRADE	FULL DAY	EARLY DISMISSAL	TWO HOUR DELAYED OPENING
Preschool	8:40 AM – 2:45 PM	8:40 AM – 12:40 PM	10:40 AM – 3:15 PM*
Grades K - 8	8:40 AM – 3:15 PM	8:40 AM – 12:40 PM	10:40 AM – 3:15 PM*

* Breakfast Program is **CANCELLED** on days school has a delayed opening.



PARKING LOT

Please observe all DO NOT PARK areas (curbs, fire lanes, cones, etc.). Please do not block crosswalks or handicap parking areas and follow one way signs.

Double parking is not permitted. Do not stop in middle driveways as this will impede the flow of traffic and cars parked in marked parking spots will not be able to pull out.

When picking up your child at dismissal, please park your car and get your child from the teacher in order for the teacher to confirm that the correct person is picking-up your child.



PARENT/GUARDIAN ID

For the safety of our students and staff you will be asked to show ID to gain entry to our building or pick-up a student regardless of how regularly you visit the building or know the person greeting you.

Students will not be released to any person not over 18 years of age and not on the students' emergency card.



ARRIVAL INFORMATION

Students must arrive between 8:25 AM - 8:40 AM. Students who arrive after 8:40 AM will be considered late and must report to the Main Office for a late pass.

Parents must supervise their students if they arrive BEFORE 8:25am. If a student is here prior to the start of school without parent supervision the parent will be called to come and supervise their child(ren).

DISMISSAL INFORMATION

Requests for early dismissal can only be made by parents or those listed on the emergency card as an authorized person to pick-up the child. The request should be in writing and signed by the parent/guardian. Please give this written request to your child's homeroom teacher or bring it to the Main Office.

There is no early dismissal for students after 3:00 PM **without prior written notice.** Any person who is picking up a child early **MUST** provide identification and be listed on the emergency card in order for the child to be released.

Students **MUST** be picked up promptly at 3:15 PM. In an effort to maintain safety and supervision for our students, Clementon School District uses Camp Clementon our after school child care program, to supervise students who are not picked up by 3:15 PM.

Students who are repeatedly picked-up late will be **REQUIRED** to meet with administration.

The following procedures for students not picked-up are currently in effect and are as follows:

- ⊙ Your child will be brought to Camp Clementon, which is held in the Multi-Purpose Room, if they are not picked up by 3:15 pm.
- ⊙ Parents will be charged \$5.00 for every 10 minutes their child is late being picked up.
- ⊙ For the first offense in picking up a child late, in addition to incurring the fee(s) listed above, a warning will be given.
- ⊙ If there is a recurring pattern of lateness in picking up your child, in addition to incurring the fee(s) listed above, you will be required to attend a meeting with the administration to address the situation.
- ⊙ Only the parents/guardians and persons listed on the emergency card will be permitted to pick up the child from Camp Clementon. Identification will be requested and required in order to release the child.
- ⊙ You must sign-out your child from Camp Clementon, complete a late pick-up form, and pay the fee.

Please note that this procedure will also be put into place if a child is not picked up following any after school activities, up until 6:00 PM.