

**For attendance: please call the MHE office 389-1570 (press 1 for attendance)**

## ARRIVAL

**Bus transportation** is provided for students who attend Monfort Heights School and live outside a one-mile radius. Buses and childcare vans only will pull in the parking lot entrance and drop students off in front of the office.

Car riders are to be dropped off in the drop-off lane on West Fork Road or at the base of the steps that lead up to the building from Sam's parking lot. For safety reasons, do not drop students off between cars. Wait in line. Students may enter by the playground doors or down the front steps.

Students are not permitted to ride bicycles, skateboards, scooters, or use skates or roller blades.

Students will be allowed in the building at 8:50 a.m., not before, as there will not be supervision. If you need to drop your child off before 8:50 on a daily basis and you cannot wait with him/her, you will need to sign up for the Y's Kid's program. This program is open from 7:00 a.m.- 8:50 a.m.. You can enroll your child during the Y's daily hours at Monfort Heights or at the Clippard YMCA, 923-4466.

**Kindergarten:** 9:05 a.m. - 11:45 a.m. and 12:55 p.m. - 3:35 p.m. A.M. Kindergarten parents – Dismissal -Parents of Mrs. Yorio's class, should park in the area off West Fork. Parents of Mrs. Wessel & Ms. Priessman's class should park by the recycling dumpsters and meet their child by the playground. Teachers will walk the children to these areas. P.M. Kindergarten students – Arrival – students may be dropped off at the school entrance in front of the office or in the drop off lane on West Fork Road. Students should enter through the front doors.

## Dismissal

**All car riders** are to be picked up on the playground. Parents are to PARK at Sam's- do not line up in a lane. Students will not be dismissed to the parking lot until the buses leave. If you are within the one-mile radius and will pick your child up on a daily basis, we will ask that you complete an "Everyday Car Rider" form. You will not have to sign your child out each day.

Parents must report to the playground area to meet their child. For safety reasons we will not dismiss the students to the Sam's steps without an adult. If you plan to occasionally pick up your child, you will need to sign the child(ren) out in the back hallway. Your child will be called to the playground for dismissal.

If your child has an appointment and is to be picked up from school prior to 3:35 p.m., you must provide proof of that appointment upon child's return, and send a note to your child's teacher. The teacher will send the note to the office. You will need to sign your child out in the front office.

**Early dismissals** are defined in the student handbook under "Attendance." Buses will pick up students in front of the school and day care vans will pick up students in the drop off lane.