

IMMACULATE CONCEPTION C.E.S.
OPENING DAY PROCEDURE - September 5, 2017



The following procedure should assist us in a smooth opening on September 5th

1. Teachers will greet students outside at **8:35 a.m.** and direct them to the appropriate door to meet their teacher. Signs will be posted by grade along the wall of the building. Teachers will be wearing nametags for easier identification.
2. Teachers will post on chart paper, a class list with students' first name and last initial so students and parents can easily identify where to line up.
3. Any students who are not on a class list are to report to the main office for assistance.
4. Please see the attached sheet for information on where parents are to meet their child (e.g. Exit A, B, etc.) at the dismissal bell at 3:40.
5. If possible confirm with your child's teacher (particularly younger students)
 - a. whether your child will be taking the bus in the afternoon
 - b. Whether your child is anaphylactic, and if so, whether your child has an updated epipen and one for the office
6. After attendance, teachers will review with students their play areas, entrances, exits, washrooms, fire exits etc., as well as rules, routines and expectations. As always, we will also take time to carefully review Fire and Emergency Drill procedures.
7. **Indoor Routine:** **In the event of rain,** please have students report to the following areas.
Students in grades 1-8 will enter through the main doors. JK/SK students will enter through their own JK/SK doors.
 - Intermediate - Report to Intermediate hallway upstairs
 - Gr. 6 - Report to Rooms 217 and 218 upstairs
 - Gr. 4 and 5- Report to the Gym A (lists posted on walls)
 - Gr. 1, 2, 3 - Report to the Gym B (lists posted on walls)
 - FDK - classrooms through JK/SK yard (lists posted outside classroom)

DISMISSAL: **School dismissal is 3:40.** At 3:40 please pick up your child/ren at their designated exit doors. All students will be dismissed from their designated exits.
To minimize classroom and learning disruption, please ONLY use the office to pick up your child/ren in the event of an emergency or if you have a previously scheduled appointment and have notified teachers or office in advance.

STUDENTS ENTRY & EXIT DOORS

EXIT B	Iacobucci, Tenuta, Leo, Gasbarro (Grades 3 & 5)
EXIT C	Farley, Brady, Falletta, DeLibero (Grades 1 & 2) Tarrou & Casbarro (Grades 3 / 4 and 4)
EXIT D	Damiani, Orsi, Auciello (Grades 6, 7, 8)
EXIT E	Terminesi, Gortana, Maneli (Grades 6, 7, 8)
JK / SK	Exit out of own classroom into JK / SK Yard