

Dr. Toni Bilbao Preparatory Academy

8905 NW 114 Avenue, Doral, FL 33178 Tel: 305-863-5750



ARRIVAL/DISMISSAL PROCEDURES 2017-2018

School Hours

Pre-K through 1st Grade: 8:20 am – 1:50 pm daily

2nd Grade: 8:35 am – 3:05 pm daily

WEDNESDAY – Dismissal at 1:50 p.m. for all students



Breakfast: Pre-K through Second Grade (7:30 am – 8:10 am)

In order to maintain a safe and orderly arrival for all our students, we ask that you are courteous and patient with others. Students may not arrive to school earlier than 7:30 a.m.

ARRIVAL PROCEDURES:

- **Pre-Kindergarten through First Grade** students will report to the **Cafeteria** where supervision will be available from 7:30 a.m. until 8:20 a.m. Students in Pre-K and Kindergarten will be picked up by their teachers by 8:15 a.m.
- **Second Grade** students will report to the **Cafeteria** where supervision will be available from 7:30 a.m. until 8:25 a.m. Students in second grade will be picked up by their teachers by 8:25 a.m.

Supervised arrival activities take place as follows:

- For the safety of all students, parents will not be allowed into the building during arrivals after the first week of school.
- All students walking or riding a bike to school (with parent or without), must enter the school through the Main Entrance in the front.
- All students dropped off at school via car, must utilize parent pick-up/drop-off entrance on 88th Street.
- Bus students dropped off on the West side of the school (114th Avenue) must enter the school through the Main entrance.
- The tardy bell rings at 8:20 am for Pre-K through first grade students and 8:35 am for second grade students. All students not inside their classroom upon the ringing of the tardy bell, must report to the Main Office to obtain a tardy pass.
- When dropping off your child, via automobile, in the Parent Drop-Off Area, you must pull up as far as possible to allow your child out of the vehicle. Your child should exit through the car doors located on the right-hand side.
- Do not stop, park or get out of your vehicle to open your car's trunk or doors as this creates a safety hazard and delays traffic in the area. Your child must gather all of his/her belongings and exit the car quickly and safely on the passenger side (right hand side).

DISMISSAL PROCEDURES:

Supervised dismissal activities take place as follows:

- For the safety of all students, parents will not be allowed into the building during dismissal after the first week of school.
- All Elementary students walking or riding a bike home, will be exiting the building through the Main Entrance of the school.

- All student walkers picked up by parents via walking will be dismissed by the teacher outside the Main Entrance of the school.
- All students picked up at school via car, must utilize parent pick-up/drop-off entrance located on 88th Street.
- Bus students will be picked up on West side of the school (114th Avenue).
- Parents picking up aftercare students may enter the school through the Main Entrance and proceed to the aftercare office.

Parents are highly discouraged from parking on our neighbors' grass, yards or driveways as this may result in fines, citations and having your vehicle towed.

I have read and understand the above arrival/dismissal procedures.

Student's Name (PRINT)

Student's Signature

Printed Name of Parent/Guardian

Parent/Guardian Signature

Date

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Student Arrival & Dismissal Map 2017-2018

