

SPRINGHURST INFORMATION AND PROCEDURES

Arrival & Dismissal Times

	Arrival*	Dismissal	Wednesday Dismissal
Grades K-2	8:15 am	3:00 pm	2:00 pm
Grades 3-5	8:45 am	3:30 pm	2:30 pm
Primary & Intermediate Special Classes	8:30 am	2:45 pm	1:45 pm

*There is no before-school supervision. Please do not drop off your children at school prior to their scheduled start time.

Arrival Procedures (Cars & Walkers)

Arrival procedures differ by grade band (K-2 and 3-5) and transportation mode (car and foot).

MORNING DROP OFF PROCEDURES (CAR)

Students who arrive by car will enter at Johnson Court and drive counter-clockwise to their grade-specific drop-off location. All car traffic will be routed past the bus circle side of the building, entering the uphill path beside the softball field, continuing past the tennis courts and down from the turf field toward the front entrance of the school. Be mindful of the cones and personnel directing traffic.

Students who arrive by foot (“walkers”) will enter the building through specific doors according to the map:

- Grade K: Door A or M
- Grade 1: Door A or Q
- Grade 2: Door A or Q
- Grade 3: Door A or M
- Grade 4: Door B or H
- Grade 5: Door B or H
- All late students: Door A (main entrance)

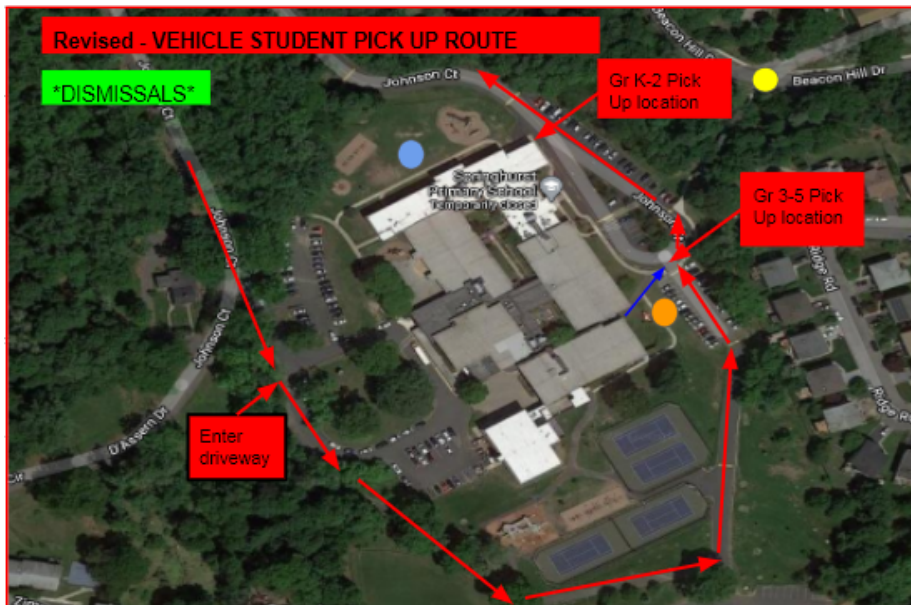
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Dismissal Procedures (Cars & Walkers)

All students must be registered in the **School Dismissal Manager system**. The default you set for your child's dismissal will be the one we use, though you are able to make day-specific changes. The "make a change" deadline time is 1:00 pm - after this 1:00 pm cutoff any changes will have to go through the main office. Specific dismissal procedures differ by grade band (K-2 and 3-5) and transportation mode (car and foot).

We will utilize a School Dismissal Manager QR code to help streamline our dismissal process. Every day, you will be required to scan the QR code and provide your SDM code - upon clearance, your child will walk out of the building to meet you in the designated waiting area.

You will need to download the School Dismissal Manager App in order to facilitate your self-check-in upon arrival to our campus at dismissal time. All parents will receive an email with their parent credentials in order to login to SDM. We encourage you to have the App downloaded on your phone & open when you arrive at school to scan the QR code during dismissal. Download the app [here](#) - please scroll down for "SDM Apps for Apple and Android." **IMPORTANT: Returning parents need to UNINSTALL last year's App before installing the new App.**



Families picking up students by car will follow a route similar to arrival, but the exact pick-up location is different. Please do not exit your car; we will bring your child to your car.

Families picking up students by foot will wait in the designated outdoor areas: K-2 families wait at the spot indicated by the blue circle and 3-5 families wait at the orange circle. K-2 students must be picked up by an adult; 3-5 students can also walk independently if that is your preference. We will bring your child to the nearest door.

We are unable to supervise children after dismissal times. It is imperative that you are on time to pick up your child.

A Note about Walkers

If your child walks to and from school, please remind him/her to be very cautious when crossing the road and to remain on the sidewalks wherever possible. Children using the Beacon Hill stairs are not to walk through the parking lot to Springhurst, but to follow the sidewalk around to the main entrance.

Also, to help alleviate traffic, if your child is in grades 3-5 they can walk! If you live too far, designate them as a "walker" and meet them in your vehicle at the top of the Beacon Hill Stairs (location indicated by yellow circle in image above)

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Bus Information

If you have questions/concerns regarding the Ardsley Transportation Portal, contact the transportation office at (914) 295-5544 or email transportation@ardsleyschools.org.

Safety is a major concern for all of us; this is especially true when your child is taking the bus. **Adult bus monitors provided by Ardsley Bus Company will be riding each of the buses during every run.** Monitors will help oversee all safety procedures, including proper bus behavior. They will assist the children when boarding and exiting the bus.

For safety reasons, students are prohibited from bringing large items (cellos, projects, etc.) aboard the bus. Please cooperate by arranging other transportation for your child when bringing such items to school.

Students must travel to and from school on their assigned bus route. Requests for students to travel on different buses for play dates, babysitting, tennis lessons, religious instructions or birthday parties, etc. cannot be honored.

On the return trip home at the end of the school day students in grades K-2 must be met at the bus stop by a parent or guardian. Students in grades K-2 not met by a parent or guardian will be returned to school. Students in grades 3-5 will be released at the bus stop without an adult needing to be present. Please speak with your child about the procedures and arrangements you wish them to follow as they arrive at the bus stop and proceed home.

All children must follow bus rules. These rules will be reviewed with the children throughout the school year. Children who continually fail to follow these rules will be removed from the bus for a period of time. You will be contacted personally if your child is having difficulty in following bus safety procedures.

Attendance

Parents/guardians are required to notify the school if their child is going to be absent or late. Please send an email to springhurstattendance@dfsd.org and your child's teacher. If you are unable to send an email, please call the school attendance line at (914) 693-1503 ext. 5. Please include your child's name, grade and teacher, as well as the date and reason for absence or lateness.

Lunches

An assortment of hot or cold lunch selections are available for all students. [Please click the following link](#) to view our school menus. Lunches are available for free, reduced and paid status. Applications for free, reduced and Direct Certification should be sent in as soon as possible and are available on the DFSD website.

Lost and Found

Please place your child's name on jackets, hats, and gloves, etc. This will assist us in returning lost items.