

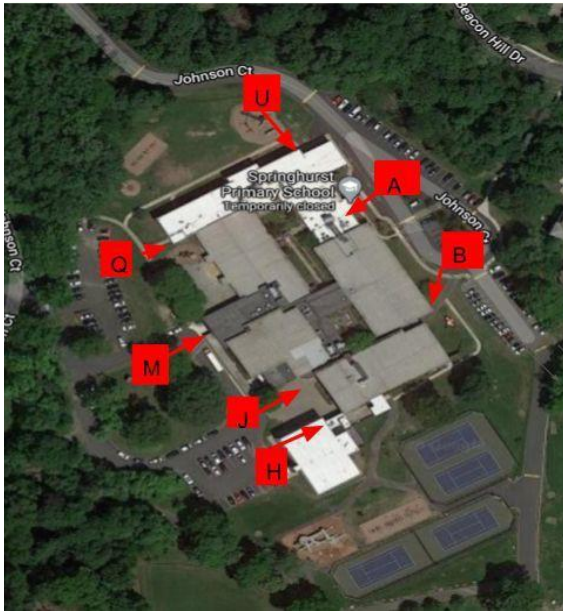
2025-2026 SPRINGHURST INFORMATION AND PROCEDURES

Arrival & Dismissal Times

	Arrival	Arrival-2-hour delay	Dismissal
Grades K-2	8:00 am	10:00 am	2:30 pm
Grades 3-5	8:30 am	10:30 am	3:00 pm
Special Class	8:00 am	10:00 am	2:30 pm

There is no before or after school supervision. Please do not drop off your children at school prior to their scheduled start time or permit them to arrive by foot before school starts. Please also pick up your child on time.

ARRIVAL & DISMISSAL PROCEDURES



Arrival Procedures (Cars & Walkers)

Grades K-2 walkers enter through door A (main entrance) and exit to the lower playground from the second grade hallway.

Grades 3-5 walkers can enter or exit through door B (3rd grade hallway, past the main entrance) or Q (1st grade hallway in the back of the building, next to the K playground).

Late students in grades K-5 will enter the building through the main entrance.

Cars dropping off (and picking up) students will enter at Johnson Court and drive directly to the front of the building. Adults will be directing car traffic and students entering the building. Be mindful of the cones and personnel directing traffic. **Please do not exit your car.**

Dismissal Procedures (Cars & Walkers)

Dismissal procedures are the same for all students K-5 who are being picked up by car. K-2 and 3-5 dismissal procedures are different for students who are being picked up by foot or are walking home alone.

Cars picking up students will enter at Johnson Court and drive directly to the front of the building - identical to the arrival traffic flow, above. Adults will be directing car traffic and students exiting the building. Be mindful of the cones and personnel directing traffic. **Please do not exit your car.**



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K-2 families picking up students by foot will wait in the lower playground, indicated by the yellow circle on the map above. K-2 students must be picked up by an adult.

Students in grades 3-5 can walk home independently, if that is your preference. Students in grades 3-5 that are identified as walkers will be dismissed from the nearest door.

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.

School Dismissal Manager

All students **MUST** be registered in the **School Dismissal Manager (SDM) 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 is 12:30 pm, after 12:30 pm any changes **MUST** go through the **Attendance 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. Please read [this letter](#) for more information. 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.

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; including 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.

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.

For safety purposes, 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, extra-curricular lessons, religious instructions or birthday parties, etc. **cannot be accommodated.**

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.

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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. 1496**. Please include your child's name, grade and teacher, as well as the date and reason for absence or lateness.

Lunch

An assortment of hot or cold lunch selections are available for all students. Please click the following [link](#) to view our school menus. Lunch is 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.

Electronic Devices Including Smartwatches & Cell Phones

The district prohibits student use of personal electronic devices during the school day or on school grounds unless under an exception (e.g., IEP/Section 504). The district is not responsible for stolen, lost or damaged personal electronic devices brought to school. For more information please read, [Policy 5695 Students and Personal Electronic Devices](#).

Please Remember

- The Dobbs Ferry SchoolMessenger system provides you with superintendent announcements, emergency bulletins, event information, budget updates, academic highlights and much more. Email dobbsferryschools@dfsd.org if your contact information changes (email or phone), and notify our main office as well.
- As we continue through this school year, please look out for letters/fliers that will be either emailed to you or sent home with your child (via backpack) with important information regarding opportunities for you to become involved in your child's educational experience.
- Bus routes always take longer to complete the first few weeks of school. Please plan accordingly.
- Our standards-based Report Cards will only be shared with you via the District's **eSchoolData Parent Portal** each marking period. Please be sure to sign up for this portal!