

SCHOOL INFORMATION AND PROCEDURES

Opening Date and Times

- K-2:**
- Arrival is at 8:15 am (students go directly to classroom upon arrival)
 - Dismissal is at 3:00 pm
- 3-5**
- Arrival is at 8:45 am (students go directly to classroom upon arrival)
 - Dismissal is at 3:30 pm (students in GR 3-5 with permission to walk home will be released 7 minutes prior)

Primary & Intermediate Special Classes

- Arrival is at 8:30 am
- Dismissal is at 2:40 pm

Wednesday

- Dismissals will each be one hour earlier

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

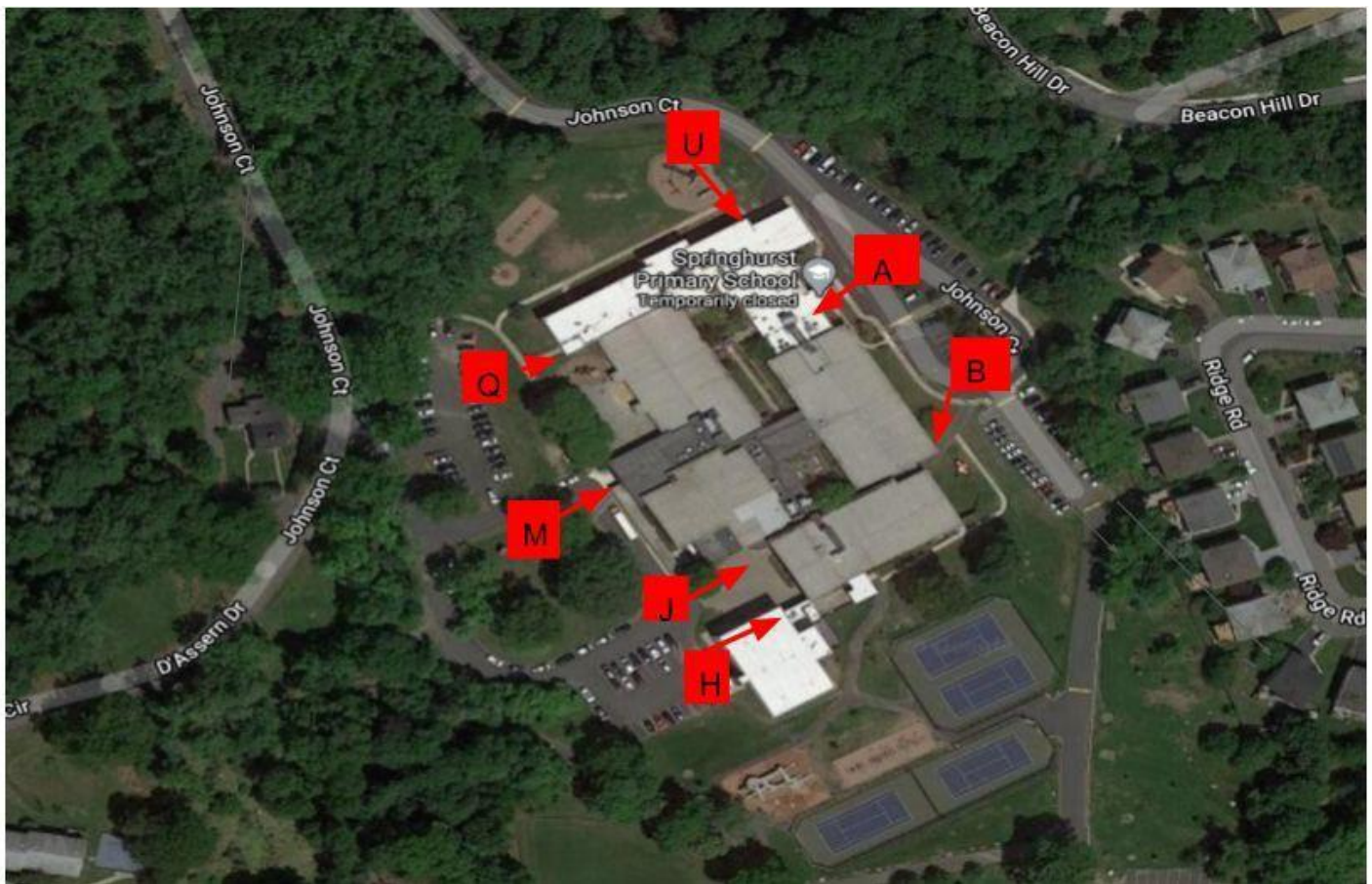
Arrival and Dismissal

*When attempting to orient yourself when looking at the following maps, **Door A is the building's Main Entrance**. All doors have their corresponding letter spray painted on/near them for easy identification when you are on site.*

Arrival & Dismissal Specifics

Due to the anticipation of a large number of students being dropped off in the morning, we are maintaining the 2020-2021 traffic flow pattern for arrivals and dismissals. Doing this will allow more vehicles to be on our property so as not to backup traffic on Walgrove Ave. *You should anticipate a longer wait* due to the larger volume of students being dropped off and picked up.

Arrival Procedures



WALKERS - Student entrance door depends on what side of the building they approach first. Available doors:

- Grade K: A or M
- Grade 1: A or Q
- Grade 2: A or Q
- Grade 3: A or M
- Grade 4: B or J
- Grade 5: B or H

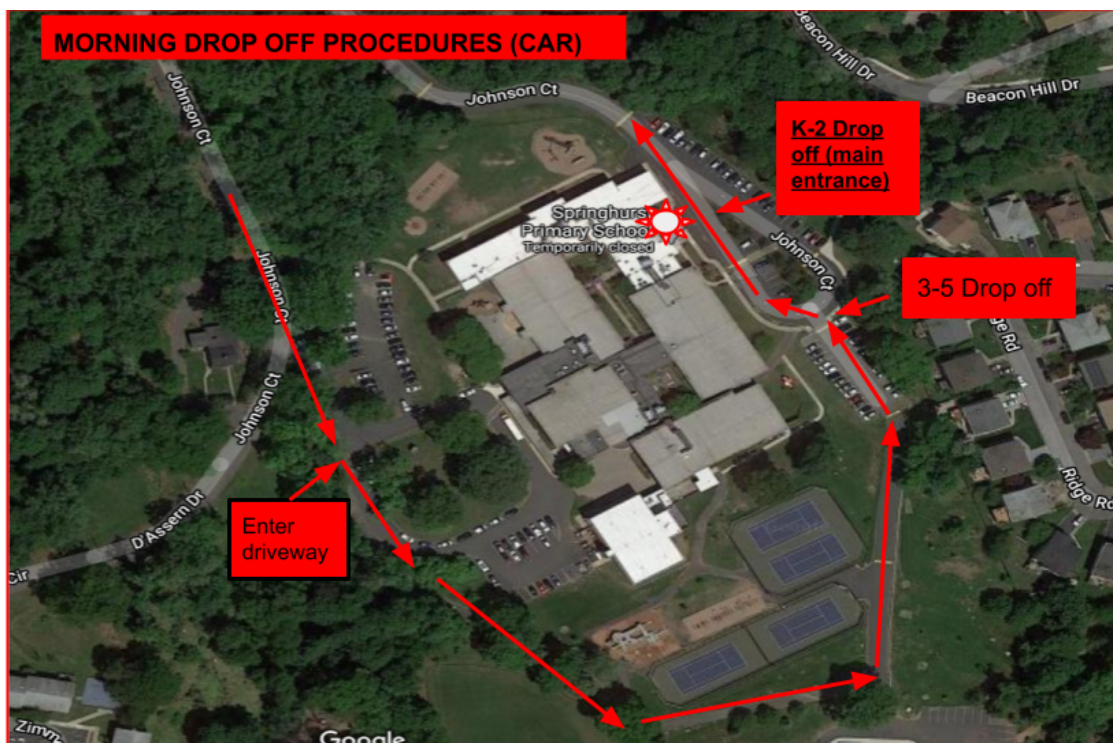
*All late students should use entrance A (main entrance.)

Arrival

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. See the map below for more details on the route.

CAR DROP OFF - Students that are dropped off at school must enter in the following manner:

- Grades K - 2: Door A
- Grade 3: Door A (3rd grade students will use the sidewalk and proceed to entrance A)
- Grades 4-5: Door B



Dismissal Procedures

Dismissal

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. Please remember if you do need to make a change you will be able to do so. The "make a change" time is 1:00 pm (after this 1:00 pm cutoff any changes will have to go through the main office.)

We will utilize a School Dismissal Manager QR code to help streamline our dismissal process. 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. Download the app here: <https://www.schooldismissalmanager.com/> (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.***

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. Staff will be on hand to assist you.

****Please do not linger after dismissal and do not exit your vehicle - all students will come to you.***

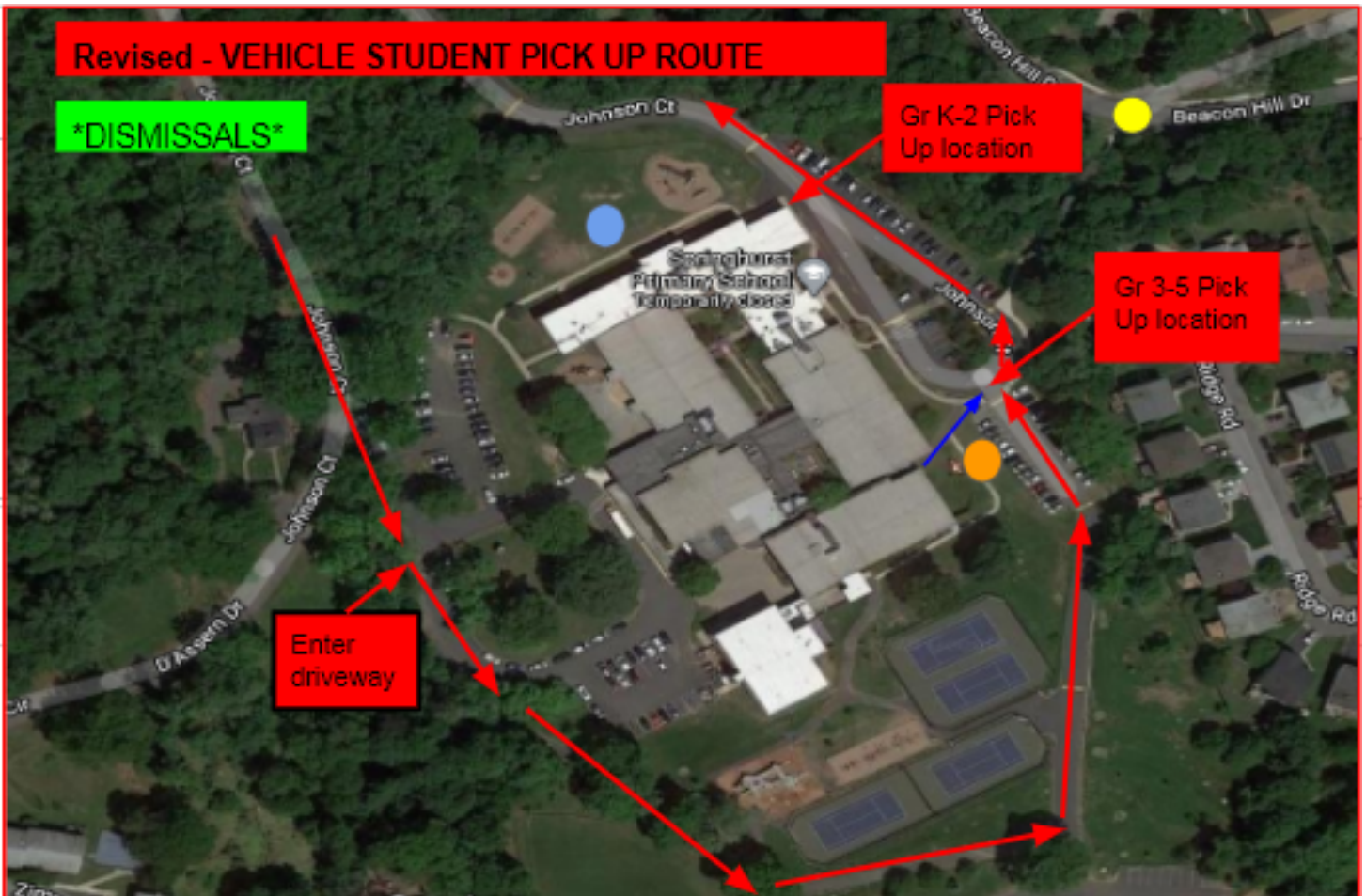
IF YOU WALK TO PICK UP YOUR CHILD (you will be required to scan the QR code and provide your SDM code - upon clearance, student(s) will walk out of building to meet you in the following locations:

K-2: parents/guardians wait in designated outdoor area at the blue circle (see image below)

3-5: parents/guardians wait in designated outdoor area at the orange circle (see image below)

CAR PICK UP (*Stay in your vehicle* - you will be required to scan the QR code and provide your SDM code - upon clearance, student will walk out of the building to meet you in the designated waiting area): See map below

Grades K-5 PICK UP:



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

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.

***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)**

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. <https://www.dfsd.org/domain/230>
For the 2021-2022 school year, lunch will continue to be free of charge.

Lost and Found

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