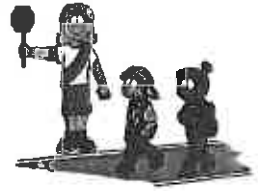




## Cashman School Day – Essential Information



We are making some modifications to our dismissal procedures to increase student safety and to reduce worry that can arise when last minute changes are made for students, families, and staff. Ensuring the safety and well-being of every child is the reason for all updates. **Only staff** will be allowed on walkways where children are getting into cars and busses. Children may NOT be taken from bus lines at dismissal. If a change needs to be made please enter the office. Adults who are meeting children will get them at the gym door and walk to the crosswalk (see map next page). The beginnings and endings of each school day are extremely important times to organize materials, review assignments and schedules, and connect with teachers and friends. These are some of the most critical moments in building a positive, respectful community atmosphere. Consistent routines help reduce anxiety and foster positive experiences.

Your child should know where and how he/she is being dismissed before leaving for school every morning. When we receive multiple calls at dismissal relaying changes of plans to multiple students, teachers, and participating support staff dismissal becomes extremely difficult and, as a result, unsecure. Effective immediately ***no changes to dismissal assignments will be accepted after 2:30pm each day.*** In the case of an emergency, call the Cashman office (978-388-4407) and a staff member will escort your child to the office and you may pick them up there. Thank you.

The school day schedule is the same for this year. Please remember that ***school begins at 8:30am.*** As children begin to arrive and line up to enter the building, teachers provide supervision beginning at 8:20am. There is ***NO*** adult supervision before that time! Children participating in our breakfast program may enter the building at 8:20 and all students will enter at 8:30 each day as always.



Children should NEVER be dropped off on the sidewalk or arrive at school before 8:20. Preschool morning session is dismissed at 11:30, kindergarten will be dismissed at 1:30pm, dismissal for grades 1-4 is at 3:00pm, and preschool afternoon session is dismissed at 3:15.

The ***Amesbury Youth Recreation Department*** does provide “Before-School” and “After-School” programs here at Cashman School. They provide care for children beginning at 7am until 8:30 when school begins and again at 3pm when school is dismissed until 6pm. There is a cost for this service. For information on these programs contact Kathy Crowley, Director of Amesbury Youth Recreation, at (978) 388-8137.

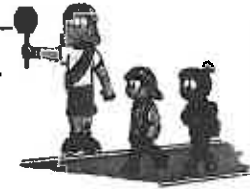
Once Again - ***Consistent routines*** help keep children safe and feeling secure! It is very important that children know every day, ***in advance***, if there is to be any change in their “going home” routine. It is essential that we continue to improve our procedures whenever we can. Over the past few years there has been a significant increase in calls coming into the office ***minutes before dismissal*** to change the “going home” plans for students. This is simply not safe. It is not possible to process multiple calls, contact multiple teachers, and change expectations minutes before dismissal. This is distressing to children and very simply unsafe. In order to continue the consistent and safe dismissal that we have always provided, effective immediately ***no changes to dismissal assignments will be accepted after 2:30pm each day.*** This is intended to ensure a reliable and consistent dismissal for every student every day.



# Cashman Dismissal Procedure

## Door #4 – Walker Pick-up - “Gym Door” near the PreK play area.

- Exit for all children who walk home  
AND
- Exit for children of parents who park their car and walk to the door of the school to meet their child. **REMINDER crosswalks must be used at ALL times.**



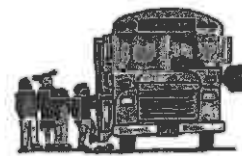
## Door #3 – Car Pick-Up - “Main Hallway Door”

- Curbside pick-up for children who are being met by parents who are driving through and not parking to pick up



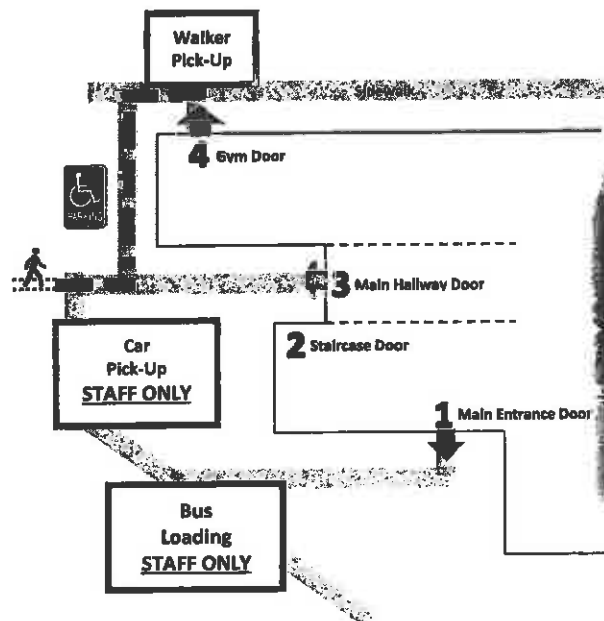
## Door #1 – Bus Loading – Main entrance of the school.

- Exit for all children who ride the bus home



Walker Pick-up Pathway

Cashman  
Driveway  
and  
Parking Lot



See the back of this page for essential information

