

PS/MS 20
POLICE OFFICER GEORGE J. WERDANN, III SCHOOL

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Entry Procedure:

- Our school day begins at 8:10 AM.
- Our cafeteria is open for students beginning at 7:40 AM. Parents may drop off their child no sooner than 7:40 AM in the cafeteria. *Parents are not allowed to enter.
- Parents of students in kindergarten through 4th grade, may enter the school yard (closest to the precinct) and hand off their child to their teacher/s. Teachers will gather students and escort them to class at 8:10 AM. Students and teachers in kindergarten through 4th grade will enter through exits 2 and 3.
- Exits 2 and 3 will remain open until 8:20 AM for late arriving students.
- Students in grades 5-8 will enter through the gates near 202nd street. Teachers will gather students and escort them to class at 8:10 AM. Students and teachers in grades 5-6 will enter through exits 10 and 11. Students and teachers in grades 7-8 will enter through exits 15 and 16. Exits 15 and 16 will remain open until 8:20 AM for late students.
- Late Students who arrive after 8:20 AM can enter the building through the main entrance. Students in grades Kindergarten through 4th grade can be dropped off in the main lobby by the security desk and parents must sign their students in as late.
- Students in grades 5-8 must also sign into the late log located in the main entrance.
- Late arrivals will be sent to their respective classrooms.
- Parents are not to escort their child to classrooms beyond the security desk.

Dismissal Procedure:

- Our school day ends at 2:30 PM.
- Parents of students in grades PK-4 will be allowed to enter the yard (closest to the precinct) to meet their child once all students have cleared the building.
- Parents of students in Pre-K can pick up their child at exit 3.
- Students in grades 5-8 will be allowed to exit the yard at 2:30 PM.
- 5th graders who have been given permission to go home on their own will also be allowed to leave. 5th grade teachers must ensure that all other students are picked up by a parent.
- Students in grades Pre-k through 5th grade who are not picked up by 2:30 PM, will be escorted to the annex and given to school staff for late pickup. Parents can meet their child there. *Parents must make every attempt to pick up students at dismissal as late pickup causes hardships for staffing.
- Parents who know they're going to be late need to contact the school to inform the staff.
- It imperative for parents to be on time to meet their child at 2:30 PM.