Tyler Elementary School

\*SCHOOL PROCEDURES AND INFORMATION - PLEASE READ\*

**AM ARRIVAL PROCEDURES**

Kiss & Ride – Parents/guardians should drop students off using the side parking lot entrance and follow the directions of staff members directing traffic. Parents/guardians should remain in their cars.

School Drop Off - Parents/guardians need to park in the Tyler parking lot, escort your student to the school building front entrance and wait with your student until the first bell rings at **8:35 AM**.

- Students getting breakfast at school will first go to the cafeteria, then directly to their classroom. Students not eating breakfast need to go directly to their classroom after the first bell rings.

-Students are not to be walked to their classrooms by parents/guardians.

**TARDY ARRIVALS**

Students arriving **at or after** **8:45 AM** are tardy. Parents/guardians will need to bring tardy student(s) to the main office to get a tardy slip before the student goes to their classroom.

**ABSENCES**

Parents/guardians need to report their student’s absence for that day by emailing the student’s teacher *AND* the office staff, or by calling the school **by 9:15 AM**. Please also be sure to state the reason for your student’s absence.

PLEASE NOTE:

-Please notify your student’s teacher AND the office staff of any *upcoming* absence/tardy arrival/early pick up/ dismissal change by filing out a **Note to School**\* form and have your student give it to their teacher, or by emailing the teacher AND the office staff.

-If your student(s) will be absent for **more than 3 consecutive days**, please fill out an **Extended Leave Request**\* form and have your student give it to their teacher.

*\*These forms are available on the Tyler ES website -* <https://tyleres.pwcs.edu/for_parents/procedures_and_forms>.

**PM DISMISSAL PROCEDURES**

Dismissal begins at **3:25 PM.**

Kiss and Ride (*Parents/guardians must register in the school office prior to their student beginning Kiss and Ride dismissal.*)

- Parents/guardians should pick up student(s) using the side parking lot entrance and follow the directions of staff members directing traffic. Parents/guardians should remain in their cars.

(\*Please see the *Kiss & Ride Procedures* handout for more information.)

**EARLY PICK-UP**

Parents/guardians that need to pick up their student(s) **on or prior to 2:55 PM** need to park in the Tyler parking lot (not in the bus lane or along the yellow curbed fire lanes), come to the school office to show an I.D. and sign out their student(s). Students will only be released to authorized persons that are listed on the student’s Emergency Information Card.

- Prior notification of an early pick up will help the teacher have your student ready to be picked up early.

- To maintain an appropriate closure to the instructional day, the latest that students can be called for early dismissal is at **2:55 PM**.

**DISMISSAL ROUTINE CHANGE**

In order to change a student’s regular daily dismissal routine, (i.e. riding a bus/different bus, early pick up, etc.), please fill out a **Note to School**\* form and have your student give it to their teacher, or email your student’s teacher AND the office staff to explain the dismissal change that you need to make for your student(s).

PLEASE NOTE:

- If the change is to ride a bus/different bus, please include the bus number and bus stop.

- NO dismissal changes can be made on the FIRST DAY of school or after 2:55 PM beginning after the first day.

Office Staff:

Jennifer Nelson, Admin Asst - [NelsonJS@pwcs.edu](mailto:NelsonJS@pwcs.edu) Teresa Reynolds, Office Asst - [ReynolTM@pwcs.edu](mailto:ReynolTM@pwcs.edu)

Carri Hudson, Financial Specialist - [HudsonCA@pwcs.edu](mailto:HudsonCA@pwcs.edu)

703-754-7181