

Arrival and Dismissal Procedures (Pre-K)

Please use *Entrance #9* (The Pre-K Drop Off Loop) in the back of the school for ALL Pre-K student drop offs and pick ups. They have a separate bell and intercom system that rings directly in the classroom along with their own sign-in and sign-out sheet. Pre-K drop off begins at 7:45 am, and pickup is at 1:45 pm. Staff will be at the entrance every morning from 7:45 am–8:00 am, and again in the afternoon from 1:45 pm–1:55 pm. If you need to pick up your Pre-K student other than during those times, please let the teacher know ahead of time, if you can.

***If you have a child in one of our Pre-K programs and a child in grades K-6, please drop off your K-6 student at the main entrance (#1) on Hillside Avenue, and use the Pre-K Drop Off Loop (Entrance #9) for your Pre-K student. Both students will be waiting for you at Entrance #9 at the end of the day.*

Morning Briefing

On “A” and “B” days from 8 am – 8:20 am, we gather as a whole school family to welcome visitors, make school announcements, celebrate birthdays, say goodbye, and share our learning in both traditional and creative ways. Please join us!

Important Phone Numbers:

Main Office:

585.262.8830

Transportation:

585.336.4000



The Children's School of Rochester (No. 15)

Helpful Information for Parents and Guardians



“CSR is a *World in a School* of critical and literate thinkers and doers.”

CSR Vision Statement

School Hours:

- The Main Office is open from 7 am – 3 pm
- Children may enter the building at 7:15 am
 - Dismissal is at 2 pm

School Visitation Policy:

- Per RCSD Policy, all visitors must sign in at the main office and receive a visitor pass. All visits to classrooms must be arranged prior to arriving.
- All visitors must enter through the main entrance on Hillside Avenue.
- For the safety and security of our students and staff, and to minimize classroom distractions, visitors are not permitted to enter the school or visit classrooms during the school day without prior arrangements with a staff member.
- If you need to speak with your child's teacher, we would be happy to provide you with the best time to contact the teacher or their email information to set up a time to meet without interruption.

Student Absences:

- Please call the main office at 262-8830 by 8 am if your child will not be in school.
- If your child is sick, we will transfer you to our school nurse, who can advise you on any next steps you may need to perform before your child can return to school.
- Please monitor your child for any possible symptoms of Covid-19 including taking their temperature, and watching for other symptoms including cough, congestion, runny nose, etc.
- If your child tests positive for Covid-19 through the use of a rapid home test, or a PCR lab test, please report that immediately to the school nurse. She will provide further information regarding quarantine restrictions.
- Automated phone calls will be placed multiple times throughout the day if you do not call to confirm an absence with the main office.

Late Students:

- Students who arrive after 7:45 am are tardy and will require a pass to enter class.
- Please bring your child to the main entrance on Hillside Avenue, where they will receive their pass, and their attendance will be changed from Absent to Tardy.
- If students will be arriving later than 9 am, please be sure that they have had breakfast; the café stops serving breakfast at 9.

Arrival and Dismissal Procedures (K-6)

If you are dropping off your Kindergarten through Sixth Grade students in the morning, pull up in front of the school on Hillside Avenue. Please do not arrive before 7:15 am. We will come to your vehicle, check your child in, and they will proceed to the main entrance. Please do not leave your vehicle, and follow the traffic as the line moves ahead. Be sure that your vehicle is pointing east (toward Winton Road). After 7:45 am, please escort your child to the main entrance and ring the bell to the right of the main doors.

If you are picking up your child, please be sure to either send a note to school with your child, or phone the main office at **262.8830 before 1:30 pm**. If we do not receive a note or phone call from you before 1:30, your child will be placed on their bus. No students will be removed from the buses once dismissal begins. Again, please pull up on Hillside Avenue and wait in your vehicle. Staff will come to you and call for your student to come out. Please do not leave your vehicle, and move along with traffic as the line moves ahead.

