



# Richards Elementary

## Arrival & Dismissal Procedures

Students should not arrive at the school before 7:30 a.m. A teacher will be on duty beginning at 7:30 a.m.

Students should report to the cafeteria for breakfast or to wait until the bell rings at 7:55 a.m.

If you drop your child off in the mornings, please do so at the Elementary entrance.

Richards ISD is dismissed at 3:25 p.m.

If your child is a car rider or walker, they will stay in the hall until the buses have left.

The cars should line up behind the buses. As you pull forward your child will be released to you.

\*\*\*For the safety of all students please do not park behind the buses or in the parking lot and walk up to the door to get your child. We have a routine every day after school and we want to ensure safety for all.

\*\*\*If you pick up your child early, you need to sign them out in the office.

Walkers will be released after the car riders are gone.

Thank you for your help in making a safe environment for our students.