



# NORWELL ARRIVAL & DISMISSAL PROCEDURES

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SELA has developed procedures to ensure the utmost safety for our students and families during Arrival and Dismissal times and requests your patience, consideration, and cooperation. Here at SELA, we know safety and efficiency are critical to a smooth child arrival and dismissal.

**Standard Morning Arrival: 8:30-8:45 AM**      **Standard Afternoon Dismissal: 1:00-1:15 & 3:00-3:15 PM**

**AM Extended Arrival: 7:00-8:30 AM**      **PM Extended Dismissal: 3:16-6:00 PM**

## **Prior to your child's first day, ensure you:**

1. Review this document so that you fully understand the arrival and dismissal process.
2. Download the Brightwheel app and add contact information for any "approved pick-ups"
3. Share this document with everyone else that will be helping to drop off and/or pick up your child this summer

## **Authorization for student dismissal & the Brightwheel App**

1. SELA uses Brightwheel as a secure way to check your child in and out of school each day, and to ensure anyone picking up a child has direct consent from the parent/guardian.
2. Within the app, add contacts to your child's profile as an "approved pick up" to create your team.
3. Anyone helping out to drop off and/or pick up your child must have this app shared with them and be added by the parent to the child's profile as an Approved Pickup (Contacts added as "Emergency Contacts" will not be issued a check in code)

## **Norwell Drop Off:**

The Front Door will be open and regularly attended for student drop off in a car line from 8:30-8:45 am.

1. Upon arriving at SELA, enter the parking lot and take a right (*as designated on the attached map*). Pull up to the furthest available spot as the line moves (*indicated as stars on the attached map*), ideally as far down to the end of the white fence to allow for more cars to enter the parking lot.
2. When a SELA staff approaches your car, please give them your 4-digit check in code (*this code can be found in your profile within the Brightwheel app*)
3. Once pulled up as far as reasonably possible, have your child unbuckled and waiting outside of the car, ready to go. A member of our staff will meet you at your car, verify attendance through Brightwheel, and walk your child into class. *\*Do not pull away until you have handed your child to a staff member and they have confirmed that your child was checked into the program.\**
4. If you arrive after 8:45, you will need to park at the front entrance and walk your child into the building to be signed in at the front desk.



## Norwell Pick Up:

The Front Door will be open and attended for student pick-up every afternoon from 1:00-1:15 pm, and 3:00-3:15 pm.

\*Late pick-up fees will be assessed if you are not in line for your child by the specified times.\*

1. Upon arriving at SELA, open your Brightwheel app.
2. Enter the parking lot and take a right (as designated on the attached map). Pull up to the furthest available spot as the line moves (indicated as stars on the attached map).
3. A member of our staff will confirm pick-up approval in Brightwheel, retrieve your child from class, and walk them out to you.
4. Please be sure to step out of your car so that we can hand your child directly to you – SELA staff will not buckle your child into the car.
5. If you are dismissing earlier than the regularly scheduled timeframe, you will need to park at the front door and walk into the building to sign your child out at the front desk.\*\*

## Late Pick-Up Charges:

SELA's hours of operation are 7:00 AM – 6:00 PM . Students should be picked up promptly at their scheduled dismissal time. For ALL grade levels, a late pickup fee is assessed as soon as the dismissal timeframe ends. Any student not picked up within that timeframe will be considered a "late pick up." The late pick-up fee is \$20 per hour for first offenses.

For students that are picked up late 2 or more times in one month, there will be a charge of \$30 per half hour. For students that are picked up late 4 or more times in one month, SELA will review your family's specific late pickup fees. For students enrolled in the PM Extended Day program, the latest pick-up time is 6:00 pm sharp. At this time, the school closes for the day, and we, therefore, require that parents pick up their children no later than 6:00 pm. Parents arriving after 6:00 pm will be charged \$5 per minute for the first 10 minutes. After 10 minutes, parents will be charged a flat rate of \$60 per half-hour. For PM-extended students that are consistently picked up after 6:00 pm, SELA reserves the right to remove PM extended from the child's schedule.

