



# HINGHAM SUMMER STUDENT ARRIVAL & DISMISSAL

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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 & 2:55-3:15 PM

AM Extended Arrival: 7:00-8:29 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 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 to drop off and/or pick up your child (ren) 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)

## **SELA Hingham uses 2 Back Doors for student arrival and dismissal**

1. ALL Infants and Jr Explorers should be dropped off at the Back Door Entrance #1 directly next to the playground.
2. ALL Explorers & Adventurers Students should be dropped off at the Back Door Entrance #2 by the ramp.
3. The Front Door will only be used for those arriving late after 8:45 or being dismissed early for the day.
4. **If you have siblings** in both the Infants/ Jr Explorers rooms as well as a child in the Explorers & Adventurers rooms, please drop off your younger child first, then pull directly forward to drop off your older child. This ensures you do not need to wait in 2 separate lines. But they WILL be entering the school through 2 separate doors.
5. \*Please review the enclosed map to ensure you clearly understand your drop off & pick up location to ensure these busy times run efficiently for everyone.



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### AM Extended (7:00-8:29am)

If you are dropping off your child before 8:30am for the AM Extended program, please follow these steps:

1. Use Lane 1 (designated on the attached map) to pull around to the back of the building and up to the back door entrance #1. Exit your vehicle and ring the video doorbell that is on the tall wooden fence.
2. Let the staff member who answers the doorbell know who you are and who you are dropping off
3. Please have your 4-digit Brightwheel check-in code ready to give to the SELA staff member who answers the doorbell.
4. Wait by your car for a staff member to come get your child and bring them to class.
5. If you are arriving outside of the extended hours, and during a typical drop off/pick up timeframe, please use the appropriate door designated by age group.

### PM Extended (3:16-6:00pm)

If you are picking up your child after 3:15pm for the PM Extended program, please follow these steps:

1. Park at the front of the building and enter through SELA's main entrance.
2. Let the staff member at the front know who you are and who you are picking up.
3. Please have your 4-digit Brightwheel check in code ready to give to the SELA staff member when asked.
4. Wait for a staff member to dismiss your child from class and bring them to you.

## Student Arrival & Dismissal Procedure

### Arrival:

The Back Doors will be open and regularly attended for student arrival every morning from 8:30-8:45am. After the morning arrival period of 8:30-8:45, our front entrance will be used for late arrivals and early dismissals.

1. Upon arriving at SELA, 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)
2. All Infants and Jr Explorers, utilize the Back Door Entrance #1 (see attached map). If you are the first car to arrive in the morning for 8:30 arrival, please wait in Lane 2 between the islands until a staff member comes out to check you in and tells you to pull forward.
3. All Explorers & Adventurers, utilize the Back Door Entrance #2 (see attached map). If you are the first car to arrive in the morning for 8:30 arrival, please wait at the gazebo until a staff member comes out to check you in and tells you to pull forward.
4. Once in your respective lane, pull up to the furthest available spot as the line moves (indicated as stars on the attached map). Once parked, you should unbuckle your child and hand them to a member of our staff who will meet you at your car to walk your child into class. ***\*Do Not pull away until you have handed your child to a staff member\****
5. ***\*\*If you arrive at 8:45 or later, you will need to park at the front entrance and walk your child into the building to be signed in at the front desk.***



## Dismissal:

The Back doors will be open and attended for student dismissal every afternoon from 1:00-1:15pm & 2:55-3:15pm.  
*\*Late pick up fees will be assessed if you are not in line for your child by the specified times.*

1. All 1:00 Dismissal families should utilize Back Door #1 regardless of your child's program
2. 3:00 Dismissal families:
  - a. All Infants and Jr Explorers, utilize the Back Entrance #1 (see attached map). Please utilize Lane 2 to wait in line and pull up to the furthest available spot as the line moves. A member of our staff will ask for your 4-digit Brightwheel code, retrieve your child from class and walk them out to you.
    - i. If you are the first car to arrive in the afternoon for pick up, please pull all the way up to the wooden fence at the back door- no need to wait for SELA staff to tell you to pull forward.
  - b. All Explorers & Adventurers, utilize the Back Entrance #2 of the building (see attached map). Please utilize the lane adjacent to the gazebo to wait in line and pull up to the furthest available spot by the door as the line moves. A member of our staff will ask for your 4-digit Brightwheel code, retrieve your child from class and walk them out to you.
    - i. If you are the first car to arrive in the afternoon for pick up please wait next to the gazebo until a staff member comes out to check you in and tells you to pull forward.
3. ALL SELA FAMILIES, 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.
4. ***\*\*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 pick-up 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 pick-up 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 6:00PM. Parents arriving after 6:00PM 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 6:00pm, SELA reserves the right to remove PM extended from the child's schedule.

