## **KIPP:BAYVIEW** ELEMENTARY

## **KIPP Bayview Elementary Campus Supervision Procedures**

KIPP Bayview Elementary will provide supervision of students on all school days beginning at 7:45am with student drop-off and continuing through student pick-up times:

Regular school days, Monday, Tuesday, Thursday and Friday:

- Grades TK- 4 will be released at 3:00pm with pickup by 3:15pm
- Students attending our after-school program will be supervised until 6:00 pm

Early release days, Wednesday

- Grades TK- 4 will be released at 1:15pm with pickup by 1:30pm
- Students attending our after-school program will be supervised until 6:00 pm

Students will only be released to a parent or other adult designated in writing by their parent or guardian. Parents and other designated adults are encouraged to pick students up promptly. Students who are not picked up by their designated time will be directed to the Main Office while parents or guardians are contacted. Supervision will be provided by adults who have submitted clear criminal

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background checks. Visitors will be required to sign the Visitor Log with their full names and note the time of their arrival and sign out upon their departure. All visitors will wear a visitor tag during their time on campus.