• IMPORTANT •

Daily Schedule

Arrival, Dismissal and Attendance Procedures

Attendance Line 349-5750, Jconrad@spencerportschools.org

Our daily schedule for the Canal View Elementary School is listed below:

- Student arrival - 8:45-9:00am
- Morning announcements - 9:00am
- Instruction ends - 3:25pm
- Student Dismissal begins - 3:30pm
- Buses depart - 3:40pm

ARRIVAL - If you choose to drive your child/children to school please use the side drop off loop located between Canal View and Bernabi. Parents dropping off in the front must park in the parking lot and walk their children across the bus loop for safety reasons. Both the side and front doors lock at 9am, anyone arriving after 9am must be walked in the front door and signed in at the greeter’s desk.

DISMISSAL – If you are picking up your child during the day or at dismissal, please send a note for each child or call 349-5750 or email by 11am. If you are picking up before dismissal you must come to the office to sign out your child. They will be called down to the office upon your arrival. If you are picking up on a consistent basis please fill out the regular dismissal form. Children being picked up will need to be signed out in the cafeteria. Please arrive by 3:20pm for dismissal as we start dismissal at 3:30pm. Please note that it is very difficult to add students to the dismissal list once we have started the process. If your children are on regular dismissal list and you are unable to pick them up, please call or email to notify the office. If someone other than parent will be picking up your child/children please advise office even if person is on release form.

The following are half days this year November 2, 2017, January 11, 2018, March 8, 2018 and June 4, 2018 Dismissal will begin at 11:45am with busses departing at Noon. If you will be picking up on half days you must send a note in advance and arrive to school no later than 11:35am.

ATTENDANCE – If your child is going to be late or absent please call the attendance line 349-5750 or email the office. Please send a note giving reason for absence upon your child’s return. If your child will be out for vacation or other planned events please send a note or email with the dates and reason for absence.

We appreciate your cooperation with these procedures. A few additional reminders are listed below.

1. Please park in designated parking areas only.
2. No vehicles are permitted in the bus loop at any time.
3. Please wait inside cafeteria for dismissal; hallways need to be kept clear for student dismissal.

*Class lunch and specials times are listed on the reverse of this letter for your reference*

Our Mission is to educate and inspire each student to love learning, pursue excellence and use knowledge, skills and attitudes to contribute respectfully and confidently to an ever-changing global community.

www.spencerportschools.org