



DEVON AIRE K-8 CENTER

Ms. Ana Pachon-Reboredo

Assitant Principal

Ms. Milagro Arango

Principal

September 20, 2024

Dear Parents/Guardians,

I would like to review our school's past and present procedures for drop-off and school visits. Our efforts, as always, are to ensure the safety of our students, faculty/school, parents and all stakeholders. As such we are asking for your cooperation and assistance complying with school, district, and state mandates and guidelines. Remember that once the school day has started, the school has a SINGLE point of entry for all parents/guardians and visitors.

Morning Drop Off Procedures:

Free breakfast is offered to all students daily, from 7:35 – 8:15 in the cafeteria. Please remember that students **cannot be dropped off** prior to 7:35 a.m. as there is NO supervision except in the cafeteria. Students not having breakfast and/or are not part of morning care are not to be dropped off before 8:00 a.m. School gates will not be opened until the 7:35 a.m. time. Specific tables in the cafeteria have been designated for those students having breakfast.

DESIGNATED arrival/drop-off areas:

Again, unless students are accessing the free breakfast program they are not to be dropped off before 8:00 a.m. Below are the designated areas as previously informed by grade levels:

- a. PreK, Kindergarten, and First grade students will enter by the gated entrance near the PE SHELTER area located in the front of the school. This gate will close promptly at 8:20a.m., but please remember that students should be in their classrooms by this time as such you should drop off your child by 8:15 a.m. the latest.
- b. Students in Grades 2-3 will report to the DOME. Easiest and closest drop off area is the circular driveway located inside the school's parking lot.
- c. Students in Grades 4-5 will report to the CAFETERIA. Easiest and closest drop-off area is the circular driveway located inside the school's parking lot.
- d. Kindergarten-3rd grade students that would like to eat breakfast will report to the cafeteria first and then they will be released/escorted to their respective areas or teachers depending on the grade level.
- e. Students in Grades 6-8 are to report to the spill-out area in front of the annex building. They are not to be roaming around any other area of the school.

Reporting to Main Office:

If you are picking up students, volunteering, and/or visiting the school for any reason, you must report to the main office **first**. Please be prepared to provide a valid and actual picture ID upon request which include driver's license and passport. All schools have a Raptor system for security purposes. Pictures of IDs on your phone are not valid. When provided a visitor's pass you must wear it at all times, when in the school.

If you are coming to the school to pick up your child, parent conferences, assemblies, etc...there are designated visitor parking spaces (in green) along the fence line. Please do not park in the faculty/staff parking lot or cross through the parking lots. The official entrance of the school is through the front. You can also park in the park next door or in the front of the school, but please NOT during or close to arrival and dismissal times.

Thank you in advance for your attention and cooperation as we all do our part to ensure the safety of our school family.

DAK8 Administrative Team