

General Guidelines and Procedures

*These procedures will ensure a safe school and learning environment for your child.
We appreciate your support in following them.*

Morning Drop-Off Procedures

School starts at 7:40 AM. We encourage all parents who drive their child to school to use the drop-off system in front of the office every morning. Staff members are there as early as 7:25AM to help un-load your child and to ensure driveway safety. Beat the traffic! Drop your child off as early as 7:25AM.

If a parent chooses to drive their child to school and park in one of the visitor's parking spaces, we ask them to walk their child safely through the parking lot on to the campus, and then to return to their car. Teachers are on duty to supervise your child on the yard.

We are an early start school and parents are asked to drop off their child and then leave campus so that we may immediately begin our instructional day.

If you have made arrangements with your teacher to stay and volunteer in the classroom, please check in at the office when you arrive and wear a visitor's badge.

Thank you!

How May I Contact My Child During the School Day?

Phone the school office at 728-6366 if you have a message for your child and it will be delivered by note directly to the classroom.

We encourage parents to avoid scheduling doctor's appointment or other commitments for your child during the school day. If there is a reason you must pick up your child during school hours, please send a note to your teacher or call the office stating that you intend to pick your child up at a certain time that day. All parents are required to report directly to the school office for assistance. Please do not go to the classroom. The office staff will page your child to come to the office and meet you. This is the procedure we ask all parents to follow.

Thank you!

If you need to drop off a lunch or homework etc. to your child, report directly to the office and we will deliver the item to your child. This is the procedure we ask all parents to follow.

Thank you!

Visitor Guidelines

ALL VOLUNTEERS AND VISITORS ARE REQUIRED TO SIGN IN AT THE OFFICE AND WEAR A VISITOR'S BADGE. This is for your safety and the security of our students. Registering in the office is part of our school and district safety plan. All visitors on campus should have a designated purpose for their visit, and a designated role or responsibility. Visitors may not loiter on campus or the playground.

Please make arrangements with your child's teacher if you plan to volunteer. We appreciate your willingness to share your time, enthusiasm, and skills with our students. Each year parents and community members log in thousands of volunteer hours at Bradley School. Your efforts, and the efforts of our many other volunteers, help to make our school the exceptional place that it is.

Thank you!

Dismissal Guidelines

We encourage all parents who pick up their child at the end of the day to use the drive-through "valet" loading system in the front driveway. Staff members are there to ensure safety and load 6 cars at a time at the end of each day.

If you plan to park in a visitor's parking space and walk on to campus to pick up your child, you are asked to wait for them at the picnic tables on the playground. When the final bell rings at 1:54, teachers will walk their classes to the playground and your child will meet you at the picnic table so that you may walk him/her safely through the parking lot to your car. During rainy weather students will meet their parents in the covered hallway between the library and the staff lounge.

Daily Routine:

Students follow their teacher to the playground at dismissal and choose one of these options:

1. Parent Drive-Through Pick-Up Line
2. Bus Line
3. Picnic Tables

Thank you!