

## OBE QUICK TIPS

### MORNING CAR RIDERS

- Arrive no earlier than 7:00 a.m. and remain in car until staff members are outside for drop-off supervision.
- Breakfast is served from 7:00 a.m. until 7:20 a.m. in the cafeteria. Students must enter the cafeteria **no later** than 7:20 a.m. This ensures they have adequate time to eat and arrive in their classroom by the tardy bell.
- Instruction begins at 7:40 a.m. Students must be in their classroom before 7:40 a.m. to be considered present. We highly recommend arriving on campus no later than 7:20 a.m. to avoid being tardy.
- Parents **must** escort students who arrive after 7:40 a.m. to the office and be signed in as a tardy. Please do not drop off unattended students in the car rider lot.
- Number of car riders increase on rainy or cold mornings; therefore, plan accordingly to arrive in the car line prior to 7:20 a.m.

### AFTERNOON CAR RIDERS

- School is dismissed at 2:25 p.m. Students are to be picked up promptly.
- Parents or Guardians picking up in the car line must have a school issued car rider tag on the dashboard of car showing name and grade of student.
- If a student is not picked up by 3:00 p.m., or when dismissal is complete, she/he will be taken to Dolphin Adventure After-School Care Program and a charge of \$25.00 will be required of parent.

### BUS RIDERS

- Each student is to ride the bus in which she/he is assigned.
- Students in grades CD & Kindergarten must have an adult present at the bus stop before the driver will allow the student to get off the bus. If an adult is not present, the student will be brought back to the school and a parent is contacted.
- If a parent wishes for an older sibling to walk a younger sibling home from the bus stop, permission must be put in writing and given to the school office, so that the bus driver and bus office are aware.

### WALKERS

- We have two options for students who choose to walk home from school, parent pick up and independent walkers. A written note must be sent into the school for a student to become a walker. All walkers are dismissed after all buses have left.

### TRANSPORTATION CHANGES

- OBE requires **written notification** for a change to be made to student transportation. Parents must send in a written note to the child's teacher with the date, parent signature and contact number. A change may be faxed to (843)903-8401. **NO TRANSPORTATION CHANGES CAN BE MADE OVER THE TELEPHONE.**
- **All transportation changes must be made by 1:00 p.m.**

### EARLY DISMISSAL

- Send a written note to the student's teacher with the time and reason for early pick up.
- Parent or Guardian must present a driver's license or picture ID when picking up a student from the school office.
- Person picking up a student must be listed as a contact on the student's information.
- **No early dismissals are allowed between 2:00 and 2:30 p.m.** This is a very busy time for the front office and classrooms.

- If a child is signed out after 11:00 a.m., this will be reflected as an unexcused tardy on the child's attendance. Once you receive ten tardies/early dismissals, you will be considered truant and an attendance plan will be needed.

### **VISITORS AND VOLUNTEERS**

- All visitors must show a driver's license to check in at the front office.
- To work as a volunteer at OBE please go to <https://app.sterlingvolunteers.com/en/Candidates/Account/Register>. You will receive an email when you have been approved.
- No flowers or balloons can be delivered to students at school.