

# Liberty Elementary School

**Liberty Main Office**  
**(541) 967-4578**

## Before School Drop Off and Supervision

The school has supervision of students available starting at 7:25 am. You may drop your child off in front of the school, where a staff member will be waiting, or park on the street and walk your student into school and say your goodbyes. Students are then directed to either breakfast or to play outside. Our playground will open at 7:25 am for supervised outside time prior to school starting. Breakfast is served from 7:25 - 7:35 am after which students will join their classmates outside or in class.

Please call the office or send a note with your student with any changes to your child's after school plans.

## After School Dismissal and Supervision

**Liberty families have several choices for their end of day plans:**

- Ride bus home
- Ride bus to Boys and Girls Club (Route #1)
- Ride bus to another location (i.e. daycare)
- Walk home
- CAP at Takena (Route #1)
- Pick-up by parent

To make sure every child gets to where they need to go:

- Students riding a bus will be excused from classrooms to walk to the bus loading area on Liberty Street.
- Grades 2 - 5 students being picked up by parents will be excused from classrooms to walk to the main entrance located on 24th Street, and staff will escort kindergarten and first grade students, and will then wait with staff until a parent arrives to pick them up.
- Grades 2 - 5 students walking home will be released from their classroom to exit the building from the main entrance located on 24th Street. Staff will escort kindergarten and first grade students to the main entrance, where they will look for a parent or other designated person to walk home with them.

### **The first three weeks of school:**

To assist our staff in making sure your child is walked to the appropriate place for dismissal we ask parents to fill out the "Student After School Plans" sheet. Please write your child's name at the top, identify how they are expected to get home, and where they are going to each day.

### **After school change of plans:**

- If you need to change plans regarding where you want your child to go after school please:
  - Call the school at (541) 967-4578. This allows us to ask questions and make sure we understand the request.
- The office keeps student default plans in the office. We will follow these plans unless contacted by someone on the registration card. If someone has been listed as a contact on the registration card we will follow their directions unless otherwise indicated by you as someone who can be contacted in an emergency but not someone who can change plans.
- Students sometimes tell us they are supposed to do something different that day. This can cause difficulty. We will not change after school plans just by what a student tells us. We will call you or the emergency contacts if we have not heard from you by phone or an email. **We need to hear from you to change plans.**
- If a call to school is made less than 15 minutes prior to the end of the day we will do our best to ensure that change of plan occurs but cannot guarantee it will happen. In the event we learn about the change too late we will contact transportation who will contact the bus driver to keep the student on the bus and return them to school. You will be contacted so you know the original transportation plan began and what we are doing to bring your child back to school.

# Student Safety

Keeping your child safe to and from school is a top priority for us. In the event we discover after school plans were not followed and a student is not where they are supposed to be we will:

- Call transportation immediately to let them know that the child should not depart the bus until further notified.
- Call the parent immediately to let them know what has occurred and make a plan with the parent.
  - Sometimes parents will indicate they are heading home and will meet their child.
  - Sometimes parents want us to have the child return to school on the bus.

## Please Note:

- **Kindergarteners will not be dropped off at a single stop** (they are the only student getting off the bus) **if a parent or adult is not there for them.**
- **Per District process, kindergarteners will be dropped off at group stops** (when other students are dropped off as well) **without an adult present.**
- **Communication is key.** The earlier we hear from you, the better we are able to make sure your plans are put into place.
  - **Call the office at (541) 967-4578** so we are clear about your request.
- **If at any time any student says they do not want to get off the bus, the bus driver will keep them on the bus and contact transportation that the student is still with them. Please let your child know that they are allowed to make this request.**

## Plans that change during the week:

- If your child has a regular schedule that occurs each week where they are dropped off at different places on different days we will follow this plan **unless otherwise notified by phone or note from parents.**
- Please note variations and changes in plans are the most difficult to track and increase the likelihood that something could go wrong. Changing plans often for a schedule that is already irregular can also cause difficulties. We want to do all we can to assist you and your after school needs so **please notify us by phone or note regarding changes as early as you can.**

West Albany High School fields

### Daily Schedule

\*The building opens at 7:25am      \*Instruction starts- 7:40am  
\*All students arriving after 7:40am MUST report to the office

Kindergarten	7:40-2:35	3rd Grade	7:40-2:35
AM Recess	10:05-10:20	AM Recess	10:05-10:20
Lunch/Recess	11:10-11:55	Lunch/Recess	11:55-12:40
PM Recess	1:35-1:45	PM Recess	1:35-1:45

  

1st Grade	7:40-2:35	4th Grade	7:40-2:35
AM Recess	10:05-10:20	AM Recess	10:05-10:20
Lunch/Recess	11:10-11:55	Lunch/Recess	11:55-12:40
PM Recess	1:35-1:45	PM Recess	1:35-1:45

  

2nd Grade	7:40-2:35	5th Grade	7:40-2:35
AM Recess	10:05-10:20	AM Recess	10:05-10:20
Lunch/Recess	11:10-11:55	Lunch/Recess	11:55-12:40
PM Recess	1:35-1:45	PM Recess	1:35-1:45

\*NOPM Recess on Wednesdays  
\*Early Dismissal at 1:35 EVERY Wednesday

**24th Street**

STOP DO NOT DROP OFF OR PICK UP STUDENTS FROM THIS SIDE OF THE ROAD

Crossing Guard will safely cross students in crosswalk on 24th & Liberty

**Liberty Elementary**  
 2345 Liberty St SW  
 Albany, OR 97321  
 541-967-4578  
<http://liberty.albany.k12.or.us/>