

Liberty Elementary School

Liberty Main Office
(541) 967-4578

Before School Drop Off and Supervision

The school has supervision of students available starting at 8:35am. After this time, 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 the gym. Our gym will open at 8:35am for supervised time prior to school starting. Students will come in and find their class, sit and visit, then go to their classrooms at 8:45am. On Mondays, we will have Monday Gathering in the gym before they are excused to classrooms. During Monday Gathering, leadership students read the announcements, we do the Pledge of Allegiance, and we share other information, such as hiking club activities or the presentation of (character)Eagle Awards. Breakfast is served from 8:35 - 8:45 am after which students will join their classmates in the gym 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 CAP at Takena (Route #31)
- Ride bus to Boys and Girls Club (Route #36)
- Ride bus to another location (i.e. daycare)
- Walk home
- 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.

Before/After School Pick up and Drop Off

- Please be as expedient as possible at drop off in the yellow loading zone so that cars may pull in and drop off quickly and safely. Do not leave your car unattended in the yellow zone to walk a student in; this area is for drop off only.
- For safety of our students please DO NOT drop students off in the lane across the street from the school and have students cross the street.
- **It is against the law to STOP and block traffic in front of school.** At 3:25 or 2:25 on Wednesdays Liberty staff will be out front directing traffic into the yellow loading zone for pick-up, similar to airport pick-up. **If things are congested and your student is not out front you may be asked to go around the block to get in line again.** Please assist in keeping traffic moving and not blocking the road.
- **Due to traffic congestion before and after school, as well as safety of students, please NO U-TURNS on 24th Street.**

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.
 - A note will be sent to the student at the end of the day letting them know of the change in after school plans.
- 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. **Any changes must be communicated to the office in writing or a phone call by 2:00pm or 1:00pm on Wednesdays. Notes will be sent to students at the end of the day letting students know of after school changes.**

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.**