



Rock Crusher Elementary



Amanda Haynes
Principal

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Barbie Bogart
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Dear Rock Crusher Families,

Listed below are the procedures concerning the dropping off and picking up of your children. Please understand that while we work to make our routines as convenient as possible for parents, our first priority at Rock Crusher Elementary is the safety and education of our children.

1. **Please do not drop your child off at the school before 8:50 a.m.** We do not have supervision before that time. If you do not have anyone to care for your child before then, please use one of the daycares in our area that provide transportation to RCE or the YMCA daycare available at RCE.
2. **Please do not pick your child up before school is dismissed at 3:35 p.m.** An early dismissal is defined as any unexcused departure prior to the end of school. Students may be dismissed early for the reasons accepted for excused absences (three (3) unexcused early dismissals are equivalent to one (1) unexcused absence). Parent(s) or guardians(s) must sign out their child and complete an early dismissal slip, which will be filed in the attendance office.
3. **Please make certain your child arrives at school on time.** The first bell rings at 8:50 a.m. This is the time students may go to their classrooms. Our school day begins at 9:10. Our tardy bell rings at 9:20 a.m. Students arriving after this time are marked tardy. A tardy can be excused for the same reasons absences are excused (three (3) unexcused tardies are equivalent to one (1) unexcused absence). Please accompany your child to school if she/he is arriving late so that you may complete a tardy slip, which will be filed in the attendance office.
4. **Afternoon pick-up.** Dismissal time is 3:35 p.m. You will need a "Car Tag," which is provided by the school, with your child's last name, first name, and grade level printed on the card. Please stay in your vehicle and drive through the pick-up line. Please place the Car Tag in the front window of your car with the name facing outward so the name can be read as you approach the building, **leave your car tag in place until you have all your children.** Students will only be released to their parent/guardian in their car. If you don't have a "car tag", you can receive one at the front desk. Only the parent/guardian can pick up a car tag. Once dismissal begins you will have to go through the car line to get your child.
5. **Change in dismissal.** Should you desire that your child not follow his/her usual routine on a given day, you must provide us with a signed note to the teacher stating the date, change in transportation, etc. Make sure your child knows what to do for that particular day. We **cannot accept** transportation changes over the phone, but we will accept a faxed request or email (fax #: 352-249-2143). If faxing or emailing a note, please call to confirm that we have received it. Email addresses must match what is in Skyward. If you do not have access to a fax machine or the internet, please be at the school no later than 3:15 p.m. to sign your child out.
6. **YMCA** The YMCA will welcome students from 6:30 – 8:30 through the double doors to the right of the front doors of the school and dismiss from 4:00-4:30 through the same doors. Students may not be dropped off at YMCA after 8:30 am and may not be picked up prior to 4:00 pm each day. To reduce wait times and delays due to car line, please plan to pick up your YMCA child after 4:30 if possible. After 4:30 parents should proceed to the cafeteria doors to pick up their children. YMCA staff will provide further details regarding the procedure for drop off and pick up.

Thank you also for helping us by cooperating and following our rules and procedures. If you have any questions concerning our procedures, please contact us at 352-795-2010.

Sincerely,
Amanda Haynes - Principal

While educating the whole child, we at Rock Crusher Elementary School strive to assist the children in becoming lifelong learners, unique individuals, and people who make a difference.
