



Blanchester  
Local  
School  
District

Empower. Prepare. Inspire. Collaborate.

## Daily Schedule

- Our doors open to students at 8:45 AM
- Our dismissal procedures begin at 3:00 PM
- Parents dropping off and picking up students use the driveway in front of Putman Elementary.
- Students who need to be picked up early contact the office prior to 2:00 PM.
- Please contact the school office to get your ID Tag for your vehicle, **if you did not receive one on the first day of school.**

## Arrival/Drop Off Procedures

- Parents will drop off student(s) in front of the building and students will enter the building. Parents will drive off continuing through the driveway. Staff members will assist students as they enter the building.
- There is no gathering in front of the building by parents and students; everyone is to remain in their vehicle.

## Dismissal/Pickup Procedures

- There is no gathering in front of the building by parents and students; everyone is to remain in their vehicle.
- Parents will enter the driveway and travel to the end of the sidewalk with the school **ID Tag** hung from the rearview mirror.
- Staff will bring students to the vehicle.
- Staff will **not release** students without a vehicle **ID Tag**. Parents would need to park their vehicle in the designated area and contact the office for further instructions.
- Students will have a Key Tag attached to their backpack with the same **ID #** that matches the vehicle **ID Tag**.