



ANCHOR ACADEMY ELEMENTARY SCHOOL
DUVAL COUNTY PUBLIC SCHOOLS #247
555 Wonderwood Drive, Atlantic Beach, FL 32233
PH: (904) 247-5996 FAX: (904) 270-1858
<https://dcps.duvalschools.org/anchoracademy>

Dear Parents/Guardians,

We thank you for a successful start to the 2021-2022 school year! We appreciate your understanding and patience regarding the changes made to the arrival and dismissal process at Anchor Academy! We assure you that everything we do is to keep your child(ren) safe at all times!

Listed below are some highlights regarding our dismissal process. If you have any questions regarding the process, please do not hesitate to contact Mrs. Collier or Mrs. Coffman.

- School Hours
 - School hours are 8:30AM-3:00PM
 - Students may arrive no earlier than 8:00AM
 - Breakfast is available from 8:00-8:25AM
 - Early dismissal days are 8:30AM – 12:45PM
 - No student will be checked out early after 2:15PM as per district policy
 - Dismissal line ups begin at 2:45PM
- Changes to Dismissal
 - All transportation changes must be submitted in writing to your child's teacher or our front office assistant, Mrs. Velda Thomas, at thomasv2@duvalschools.org
 - Changes will not be accepted over the phone, there are no exceptions
 - Every student must have a permanent mode of transportation established. If changes to dismissal are not submitted in writing, the student will be sent home according to his/her established mode of transportation
- Car Riders
 - Car riders will only be released to an adult authorized to pick up the student
 - Students will not be released to adults who walk up to the car rider area
 - Students will only be loaded into the passenger side door and in the back seat
 - Please write your child's grade level and name on your car tag in bold print
- Back Gate Walkers and Bike Riders
 - The back gate is controlled by Naval Station Mayport Security
 - Hours of operation are 8:00-8:30AM and 2:45-3:05PM, early release hours are 12:45-1:00PM
 - Please state on the dismissal form whether your walker/bike rider needs to be released to an authorized adult

Please complete the form on the back page and return to your child's teacher

AS SOON AS POSSIBLE

PLEASE RETURN THIS DISMISSAL FORM TO YOUR CHILD'S TEACHER AS SOON AS POSSIBLE

Student's Name: _____

Grade: _____ Teacher: _____

MY CHILD'S AFTERNOON DISMISSAL IS:

- Car Rider**
- Naval Station Mayport Youth Center**
- Daycare Van**
 - Please list name of child care center and phone number: _____
- Bus Rider (*Must be pre-registered on FOCUS)**
 - Bus Number: _____
 - Bus Stop: _____
- Back Gate Walker or Bike Rider (Naval Station Mayport, El Dorado St.)**
 - My child must be released to an adult listed on his/her blue sheet
 - My child may be released with his/her siblings (without an adult, list siblings below)
 - My child has my permission to walk/bike alone and does not need an adult present
- Front Walker or Bike Rider (yellow gate next to bus loop exit) *Please note that this dismissal is only for students who are walking or biking. No child may dismiss regularly through the front office as a car rider.**
 - My child must be released to an adult listed on his/her blue sheet
 - My child may be released with his/her siblings (without an adult, list siblings below)
 - My child has my permission to walk/bike alone and does not need an adult present

We understand that your child(ren) may need to have a schedule with multiple modes of transportation. If this is the case, please list the plan below. For example, "My child will be a car rider on Mondays only. Tuesday through Friday my child will ride the bus." Please be as specific as possible.

Parent Signature: _____

Date: _____