

Oak Hammock Middle

Drop-Off and Pick-Up Procedures



Before Care Program

- The Osprey Nest before care program is designed to provide a supervised environment for Oak Hammock Middle School students prior to 9:15 a.m.
- The program operates from 6:30 a.m. to 9:15 a.m. on school days.
- All students dropped off prior to 9:15 A.M. must be enrolled in the Osprey Nest Before School Program.
- To ensure the safety of our students and staff, students are not allowed to be on campus before 9:15 A.M. If a student is dropped off before 9:15, there will be a \$10 registration fee and \$5 per day rate charge.
- If you wish to enroll your child in the program, please send your completed registration form and an \$10.00 nonrefundable registration fee to the school on the first day.
- The costs that your child incurs (registration fees and daily charges) may be tax deductible. A receipt will be issued upon payment and a year-end tax letter will be provided upon request.
- The cost of the program is \$5.00 per day only for the days your child attends.
- Payments must be received in advance. We accept cash and checks (made out to Oak Hammock Middle School). If writing a check, please add your child's name on the check. The Lee County School District does not extend credit to these types of Programs.
- **Non-payment of fees will result in having your child dismissed from the program. There is a \$25 charge for all returned checks.**
- Students enrolled in the Osprey Nest Program must adhere to the District Code of Conduct and rules of Oak Hammock Middle School. Students will be in the cafeteria for before care and must stay seated. They will be able to use their chrome books, talk with their classmates, and participate in activities provided by the before care supervisor. Violations of school rules may result in students being removed from the program. Students are not to leave the before care program without permission.



Morning Parent Drop Off

- Students are not allowed on campus before 9:15 A.M. unless enrolled in the Osprey Nest Before Care Program.
- Students will need to stay in vehicles until 9:15.
- Students will be able to pick up breakfast upon entering the school and will report directly to their first class of the day.
- Students are expected to work on their iReady between 9:15-9:45 in their first period class.
- Please have your student to school as close to 9:15 as possible.



Late Arrival Process

- Parent/guardian parks vehicle in parking lot.
- Parent/guardian comes to the door, shows ID and states they are here to check in his/her child.
- Office staff enters the time and reason for late arrival into our FOCUS program.
- Students who are tardy to school without a doctor's note will receive a warning for the first tardy and then lunch detention for subsequent tardies.



Signing out Students

- Students must be signed out **before 3:25**. This is a School District of Lee County policy.
- Parent/guardian arrives at the main office door, shows ID and states that they are here to pick up their child/children.
- Parent/guardian waits outside the door.
- Office staff checks ID and calls the student to the main office.
- Office staff enters the time, reason and parent/guardian's name into FOCUS.
- Office staff dismisses the student to the parent/guardian.



Parent/Guardian Pick Up Process at Dismissal

- Parent/guardian will receive a number on a piece of cardstock that must be displayed in the passenger side front windshield.
- An OHMS employee will locate number when parent/guardian arrives and post for the student and teacher to see in the classroom.
- The teacher will dismiss the student when they see their name posted.
- Students are to report immediately to the parent pick up area and may not go to any other location in the building.
- **Parents/guardians are not allowed to park on the side of the road or park at Manatee Elementary due to safety reasons. Students will not be released to parents not in the pick-up line.**

