



Banyan Elementary
Dr. Eric Miller, Principal
8800 NW 50th Street
Sunrise, FL 33351
(754) 322-5350 Office
(754) 322-5390 Fax
<http://banyan.browardschools.com>

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Broward County, Florida**

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Morning Arrival Procedure

Dear Parents/Guardians,

While we have been allowing parents to walk with their children to class the first week of school, please note our daily arrival procedure outlined below. We will be enforcing these procedures to ensure the safe and orderly arrival of all students onto our campus.

SCHOOL HOURS: 7:50 a.m. – 1:50 p.m.

Morning timeline:

7:10 a.m. - **Breakfast in Cafeteria** – Only students eating breakfast will be admitted into the cafeteria. They are required to remain in the cafeteria until the first bell rings at 7:35 a.m. and wait to be escorted to their classrooms by staff and safety patrols.

7:20 a.m. - **School Doors Open** – Students may enter through the following entry point: front hallway (*i.e., the left side of the front office only*) and west side cafeteria door. Students will wait in a seated line outside of their classroom if they are not eating breakfast.

7:35 a.m. - **First Bell Rings**

7:45 a.m. - **Second Bell Rings** (*Warning Bell*)

Teachers will open classroom doors. Students may enter their classroom.

7:50 a.m. - **Third Bell Rings** (*Tardy Bell/Class begins*)