



Student Dismissal Procedures:

We take the safety of your children very seriously and want to ensure that our dismissal is smooth and safe. Please review the following dismissal procedures carefully and plan accordingly to avoid any inconvenience. We ask that you review this information with your child and make sure they understand these procedures.

Daily Dismissal:

Student dismissal begins at 3:30pm each day and continues by grade until 4:00pm. The school is closed to visitors each day between 3:15pm and 3:45pm to allow for a smooth and safe dismissal. There are no exceptions.

- Car riders are dismissed at 3:45pm and picked up **ONLY** from the back entrance of the school on Thatcher Street. Our staff escorts and supervises students and makes sure they are safely picked up.
- Walkers are dismissed at 4:00pm from the front entrance under supervision of staff and crossing guards.
- Bus riders are escorted to the bus yard and onto the buses. For your own safety, parents are not permitted in the bus yard.
- All early dismissals must be arranged in advance and completed before 3:00 pm.

Early Dismissal:

We know that occasionally you may wish to pick your child up early from school. In the event that your child will be picked up early, a note from the parent or guardian must be sent to school with the student and turned in to the Main Office. The note must state who will be picking up your child, for what reason, and include your signature, phone number and the date. **All Early Dismissals are processed in the Main Office before 3:00 pm.** *Please note: In order to maximize your child's instructional time in class, we will not be able to call students to the office until you arrive in the Main Office.*

Another family member may pick your child up from the Main Office, **only when:**

- 1) The parent or guardian has sent a note to the Main Office (in advance) that states the student will be picked up early and by what relative.
- 2) The authorized relative presents a valid ID or Driver's License upon arrival to the school.
- 3) The authorized relative is over the age of 18.
- 4) We will not accept phone calls giving permission for someone to pick up your child.

Students will not be released to anyone who has not been authorized by you in writing. It is your responsibility to advise us of every family member to whom you give permission to pick up your child. We recommend doing this when the school year begins and making updates throughout the year, as needed. A student information form will be sent home with all students during the first week of school for your convenience.

We appreciate your cooperation in following these procedures and helping us make sure all of our students are safe and get home as quickly as possible.