

## **ARRIVAL/DISMISSAL PROCEDURES**

\*For the safety of our students, only Staff Members will be permitted in instructional hallways after the 7:55 a.m. bell and during dismissal from 2:45 p.m. to 3:20 p.m.

We will release students to those persons listed on your child's **yellow emergency card** only.

Any updates or changes to your card must be handled through the school office. I.D. REQUIRED.

\*Children may not be dropped off or picked up in the circle drive or east entrance of the school. Drop off is permitted in the car lines only. Preschool students must be escorted to class by a parent or guardian. No parking in the fire lane of the circle drive. Parking is permitted in the lane closest to Mary. Citations will be issued for fire lane violations. We **STRONGLY** discourage you from parking in the circle drive at any time, however. There are many times throughout the year that the circle drive must be reserved for special events.

### **\*CAR LINE ARRIVAL/DISMISSAL – NORTH & WEST ENTRANCES – I.D. REQUIRED**

\*Please pull to the end of the sidewalk so that the car line moves quickly.

\*Children may enter and exit cars on passenger side **ONLY!**

\*Children may enter and exit when vehicle is next to the sidewalk **ONLY!**

\*At dismissal, the duty attendant will go to cars, identify drivers, and radio names to office.

\* The office will call over the loud speaker for child to go to the car line.

NOTE: SIBLINGS IN GRADES 1, & 3-8 ARE INSTRUCTED TO GO TO THE CLASSROOM OF STUDENTS IN GRADES K & 2.(Not including Pre-K. Pre-K dismissal ends at 3:00 p.m. To pick up an older sibling, you will need to go through the car line or follow procedures for atrium pick up).

### **NORTH ARRIVAL/DISMISSAL(Portable Side) – I.D. REQUIRED**

Kindergarten and 2<sup>nd</sup> grade along with siblings and those students carpooling with students in the East Wing. Please notify the office of carpooling arrangements so that we may match up the students at dismissal.

### **WEST ARRIVAL/DISMISSAL(Back of school) – I.D. REQUIRED**

1<sup>ST</sup> grade, 3<sup>rd</sup> grade, 4<sup>th</sup> grade, 5<sup>th</sup> grade, 6<sup>th</sup> thru 8<sup>th</sup> grade

### **ATRIUM DISMISSAL- (Parents go to table of corresponding grade level) – I.D. REQUIRED**

-Kindergarten, 2<sup>nd</sup> grade, - East Wing Dismissal Table

-1<sup>st</sup>grade, 3<sup>rd</sup> grade, 4<sup>th</sup> grade, 5<sup>th</sup> grade, 6<sup>th</sup> thru 8<sup>th</sup> grade -West Wing Dismissal Table.

SIBLINGS IN GRADES 1, & 3-8 ARE INSTRUCTED TO GO TO THE CLASSROOM OF STUDENTS IN GRADES K & 2.(Not including Pre-K. Pre-K dismissal ends at 3:00 p.m. To pick up an older sibling, you will need to go through the car line or follow procedures for atrium pick up).

1) pull student's card and place in box 2) present I.D. 3) receive child

\*Once you put your child's card into the corresponding teacher's box, a runner will take the card to your child's teacher.

\*Teacher will dismiss child.

\*Attendant will deliver child to parent.

For safety purposes and to make the pick-up process faster, please remain in single file lines and do not block hallways!

Children are dismissed to Extended Day at 3:20 pm. All students not picked up will be dismissed to Extended Day at this time. Please see your student handbook for guidelines. Students are not permitted to remain unsupervised in the hallways or atrium to wait for pick up after Extended Day is called. Those students registered for morning extended care must be signed in by a parent or guardian- **No drop offs!** Please enter through the east doors. Extended Day afternoon pick up is at the east doors. Hours are from 3:20-6:00 p.m. See the office for registration information. If you have any questions, please contact the office at 940-381-1155 x 0.