

Dismissal Procedures

Parents: Please review this letter carefully to make sure that you have a good understanding of the guidelines and procedures for the 3:00 pm dismissal time.

If you need to change your child's dismissal plan, you must notify the teacher in *writing*. Children will follow their original dismissal plan if a note is not received. No changes in dismissal plan may be made after 2:00 pm. In addition, we request that no early dismissals be made after 2:45pm. Thank you for understanding that we have well over 900 students, and we need your help by planning in advance.

Car Riders All K-5 car rider students will be assigned a carpool/rider number. Parents will be given car visor tags that *must* be displayed on the visor or rearview mirror of your vehicle. Carpool/rider numbers 1-499 will use the front drive located on Homeward Way for dismissal. Numbers 500-999 will use the side drive to pick up their children.

Important: Parents will not be allowed to walk up to the front door area to pick up their child, nor will parents be allowed inside the building. The front door area will be reserved for those actually picking up their child in a car. If parents wish to walk and meet their child, then the bike rack will be the designated meeting place. Parents will not be allowed to congregate and wait for their children near the front office prior to dismissal time, so please plan accordingly.

New This Year! Students will not be allowed to cross the main streets to meet parents. Students must cross at the cross walk with the crossing guard. The front parking lot will be closed from 2:40pm until dismissal is completed.

Walkers and Bikers – The bike racks will be the designated meeting place for younger and older siblings to meet before proceeding to walk home. Parents wishing to meet their children after school should also use the bike racks as a meeting place. Walking/biking will, without a doubt, be the fastest and most convenient way for your child to depart from school.

Rainy Day Plan: Students will be in the cafeteria and will be dismissed when their car arrives. Parents are asked not to come to the front office area on rainy dismissal days. Walkers and bikers will follow their rainy day plan developed by their parents and given in writing to their homeroom teacher.

How Do I Know if it is Going to be a Rainy Day?

A rainy day dismissal will be called if any of the following conditions are present.

1. Light to moderate rain is present at 2:45pm.
2. An umbrella is needed.
3. Anytime lightening or thunder occurs.

Parents are urged to take the initiative and monitor the weather forecasts and make a plan before your student leaves for school. If appropriate, make sure your child is equipped with the necessary rain gear. Although we will do our best to make sound decisions concerning dismissal, we cannot control the weather.