



Dismissal Procedures

In an effort to ensure the safety of all students, staff, and parents, please follow these guidelines during dismissal. Please note that the bell rings at 2:30, which means that 21 classrooms of students **begin** moving in various directions at that time. Students may not reach their buses, kiss 'n go, or the cafeteria until 2:35.

If your child's transportation is different for a day, please write a note to the teacher. If your plan changes during the school day, please call the main office and be sure to speak to someone who can relay the message to the teacher (do not rely on email or voice mail).

buses

- TAs take bus riders to buses, which depart at 2:40.

kiss 'n go (car riders)

- Parents should pull as far forward in the lane as possible and **remain in their cars**. Students sit at assigned grade level seats, but parents do not have to pull up exactly to those areas.
- Adults and safety patrol students will retrieve students and put them in the appropriate cars.
- Students should enter the car on the passenger side. Please move other children and car seats if possible.
- If students require adult assistance to buckle their seatbelts, please drive to the tennis court parking lot so that traffic may continue to flow.

walker procedures

- Students who have permission to walk home independently or with their siblings will be dismissed from the cafeteria.
- Parents who walk to pick up their children will have a laminated card with the student's name, teacher, and list of people who may **regularly** pick up their children.
- One staff member will collect cards and retrieve the students from the cafeteria, connecting them with the appropriate adult.
- If it is the first time that a staff member meets a particular adult, he/she may ask for identification.

Kiss 'n go and walker parents: Please commit to the location where you would like your children to wait regularly. If you have a change in plans and decide to walk or drive at the last minute, a staff member from either kiss 'n go or the cafeteria will retrieve your child from his/her usual waiting area.

Thank you for helping us keep all of our children safe!