

DISMISSAL PROCEDURES

A card will be provided for each person listed on a family's Pick Up List. It is the parent's responsibility to give the school provided name card to each person listed on the Pick Up List. The card will need to be displayed on the right hand side of the dashboard during dismissal by anyone picking up your child(ren). If a card is not displayed it is the responsibility of ANY faculty member to ensure that the person picking up your child has permission to do so. If a card is not displayed a faculty member may ask the driver to either park and pick the child up from the office or provide identification verifying the driver's identity and confirm that they are on the student's Pick Up List. Any change to a Pick Up List regarding who is allowed to pick up your children needs to be made in writing in the main office.

Cones will be placed in the center lane of the front loop and in certain locations in the church parking lot beginning at 2:45PM. Please be attentive to any students who are riding their bikes.

Students who are not picked up by the end of their grade level's dismissal time will be sent to Extended Care in the school Cafeteria. The student(s) will need to be signed out in the Cafeteria and the parent will be billed the Extended Care daily rate.

Please do not pull out of line and pass cars on the left hand side unless directed to do so by a faculty member. We do not want any accidents. All students will enter vehicles from the right hand side.

Please do not talk on your cell phone during Dismissal. We all are very aware of the distraction this causes and the increased potential for an accident.

Please do not park in the Fire Lanes at any time during or after school. We cannot prevent a ticket being given even if it is just for a few minutes.

Picking up students in Pre-Kindergarten through 2nd grades: Turn onto the main entrance of the church and stay in line to the far right of the road and up to the school sign. A teacher will put your child(ren) in the car. If you have no other children to pick up, turn left and proceed back to the main entrance and exit on to Beach City Road. If you have children in other grades proceed to the next line heading to the front of the school.

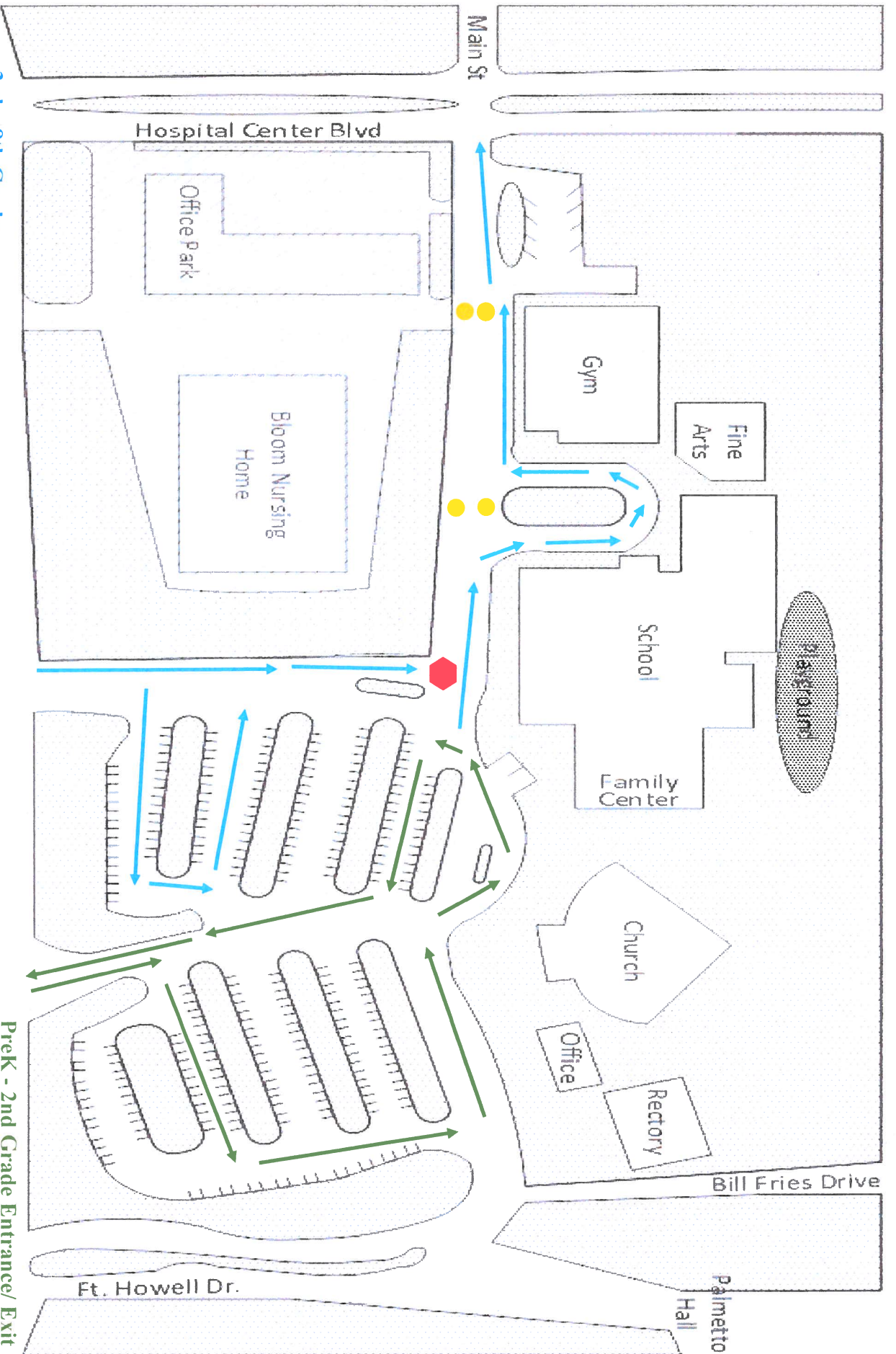
Picking up students in 3rd through 8th grades: Turn into the side entrance of the church parking lot (closest to the retirement home) and stay in the lane along the side of the K classroom and proceed to the front of the school. Exit onto Hospital Center Blvd.

Please make sure that you are familiar with the car seat safety guidelines and laws. It is for the safety of your children.

If you have an appointment or obligation right after dismissal that may cause you to be in a rush we ask that you park in one of the parking lots and walk to the sidewalk to pick up your child(ren). Students will not be dismissed from the sidewalk into the parking lot by a faculty member.

Students who want to walk or ride a bike home must have a parent/guardian complete a Student Walk-Home Permission Slip and Indemnity Agreement form. This form will be kept in the school office and needs to be completed on an annual basis. Students who walk or ride a bike home must report to the school office prior to leaving for the day.

Dismissal



3rd—8th Grade

Entrance: Use side church parking lot entrance next to Bloom or continue along side of the school if you leaving PreK - 2nd dismissal.

Exit: Use Hospital Center Blvd. until cones to have been removed to exit through the church parking lot.

PreK - 2nd Grade Entrance/ Exit

Use main church entrance off of Beach City Road.