

DISMISSAL PROCEDURES 2017-2018

AFTERNOON DISMISSAL PROCEDURE PK2

Parents of children in the PK2 program have the flexibility of dropping off and picking up children throughout the school day. Parents must walk their child to the classroom during drop off time. Pickup is at the main door of the PK2 Learning Center.

AFTERNOON DISMISSAL PROCEDURE PK3 AND PK4

Dismissal is at 2:30 p.m. for PK3 – PK4.

Parents will go to the front door of the PreK building and your child(ren) will be released to you. Parents may not enter the PK building. If you participate in a carpool, or have a parent other than you picking up your child, the carpool or alternate permissioned parent must be set up using our online system prior to the time of pickup. This information is posted on our website and is provided in the family packet distributed on our business day.

Parents of children who have older siblings will park in the lot designated by the sibling grade level (see below). Parents will pick up the older siblings first and then proceed to the PK building to pick up their PK3 and/or PK4 child. **Please note: if your child is in PK4A, you may be given alternate pick up instructions since their classroom is located in the main school building.**

AFTERNOON DISMISSAL PROCEDURE GRADES KINDERGARTEN THROUGH GRADE 8

There are three dismissal times:

- 1) **2:30 - 2:45 for Grades Kindergarten to Grade 2 (Parish Center Pickup)**
- 2) **2:45 – 3:00 for Grades 3-5 (Gym Pickup)**
- 3) **3:00 – 3:15 for Grades 6-7 (Parish Center Pickup)**
- 4) **3:00 – 3:15 for Grade 8 (Front of the School Foyer)**

The following applies to Dismissals 1 and 3:

Parents are to park their cars in the West Lot nearest the Church building. Parents will approach the Parish Center west entrance double glass doors in the gazebo area. Family identification cards will be scanned at the door and their child(ren) will be released to them. Families without an identification card will be required to obtain a pickup slip from the front office. Parents will not be allowed to enter the Parish Center. If you participate in a carpool, or have a parent other than you picking up your child, the carpool or alternate permissioned parent must be set up using our online system prior to the time of pickup. This information is posted on our website and is provided in the family packet distributed on our business day.

The following applies to Dismissal 2:

Parents are to park their cars in the East Lot in front of the School building. Parents will approach the Gym at the main doors. Family identification cards will be scanned and their child(ren) will be released to them. Families without an identification card will be required to obtain a pickup slip from the front office. Parents will not be allowed to enter the Gym. If you participate in a carpool, or have a parent other than you picking up your child, the carpool or alternate permissioned parent must be set up using our online system prior to the time of pickup. This information is posted on our website and is provided in the family packet distributed on our business day.

Due to our school size, we are unable to accommodate changes to assigned dismissal times. All children in **PK2, PK3, PK4 through Grade 2 without siblings in 3-8 grade** are assigned to **first dismissal at 2:30 – 2:45.**

All students in **PK through Grade 2 with siblings in 3-5 grade AND ALL 3-5 students**, are assigned to **second dismissal at 2:45 – 3:00.**

All students in **PK through Grade 5 with siblings in 6-8 grade AND ALL 6-8 students**, are assigned to **third dismissal at 3:00 – 3:15.**

If a child must be picked up prior to their assigned dismissal time, this must occur **prior to 2:00 pm** on regular dismissal days, and before **11:00 am** on early dismissal days. Written notification must be sent with the child to their homeroom teacher that morning.

Lost or Forgotten Family Identification Cards

Any parent who does not have the family identification card must go to the front office at their designated dismissal time to register for their child(ren) to be released to them from their designated area.

Late Pick Up

Please be advised that any student who remains on the school grounds after 3:15pm from their designated pick up time will be escorted to the After Care Program in the Parish Center and the family will be charged a fee. The After Care Program will handle emergencies on an individual basis. Parents picking up late should go to the north (front) entrance of the Parish Center, scan their family pickup card, and their child(ren) will be released to them.

Early Dismissal Schedule:

12:30pm	First Dismissal	PK-3, PK-4, Kindergarten, Grade 1, and Grade 2 (unless they have an older sibling in grades 3-8)
12:45pm	Second Dismissal	Grades 3-5 (unless they have an Older sibling in grades 6-8)
1:00pm	Third Dismissal	Grades 6-8 and all other students not dismissed during first or second dismissal