

Pick up/Dismissal Procedure

Most of our students ride the bus to and from school, but if you chose to transport your child yourself, please note the following. Student drop off will be at 8:35. The parking lot can be busy so please wait for a space in our upper lot to open before parking and walking your child to the sidewalk.

When picking your child up early or dropping them off late from school, please do not park in the fire lane. Even if you feel it would only be a few minutes, fire lanes should be free of any vehicles in case of an emergency.

When you come into school late or picking up a student, you must ring the doorbell and announce your full name and the purpose of your visit. This is for the safety of the whole school.

School officials must insure that no unauthorized person takes a child from school. Students will only be released to parents or a person designated by the parents to pick up a student from school.

In order to maintain a consistent procedure for dismissing children, the following procedure has been initiated:

Any adult, parent or designee, will be asked to sign a register when taking a child out of school. They may also be asked to write in the child's name, date, and dismissal time. For safety reasons, please do not take your child until the sign-out process is complete. End of day dismissal will take place in the all-purpose room.

If it becomes necessary for a student to leave school during the regular school day, he/she is to be met in the school office by his/her parent(s) or other designated person.

A note from home is necessary if a student is to be dismissed from school before the usual dismissal time. Early dismissals will be recorded on the report card.

When picking up your child at dismissal time, please park in the side and back parking lot. The front office parking lot should not be used during bus drop off time and dismissal time. The sign that is posted out front gives the hours that you are allowed to park in those parking spaces. Preschool staff is loading students onto their busses/vans on the side parking lot by the preschool playground. Please do not pass the vans unless you have been told so by the bus/van driver. Once told that you can pass, proceed slowly so that all students and staff can see you.