

Arrival and Dismissal Procedures- Crestwood Primary School

Arrival-

- Please no student drop off prior to 8:35 a.m.
- All student drop off will be at the front parking lot only.
- Please use the main front entrance.



End of day dismissal-

- All dismissal of students will be to the front parking lot.
- Please use available parking spaces; do not block designated crosswalk areas or fire hydrants.
- If you are picking your child up on a permanent everyday basis you will be asked to sign the appropriate dismissal form (see below). The student will be added to the permanent dismissal list and you will not need to come to the office to sign your child out.
- Please come to the front door of the school and for your child's safety please bring ID.
- If you plan to pick your child up on days other than on a permanent basis you will need to notify the school office by phone or in writing by 2:00 p.m. of that day.
- Parents picking up students that are not on the permanent dismissal list will be required to come to the office and sign out their child. For your child's safety please provide your ID.
- Students will be released beginning at 3:15. Primary students will use the main front entrance doors.
- **If we are not contacted by you to keep your child for pick up, he/she will ride the assigned bus home.**

Thank you for your assistance with the arrival and dismissal procedures.

END OF DAY DISMISSAL

The following child/children will be picked up daily by a parent or legal guardian.

Name _____

Grade _____

Name _____

Grade _____

Name _____

Grade _____

Parent Signature _____

Date _____