

# DISMISSAL PROCEDURES

## Important Dismissal Clarification

**Rainy Day:** When it rains all students will still be dismissed from their previously designated area based on the information provided by parent/s or guardians. **Unless you send a written note to the school indicating a change in transportation, please do not expect a student to be in a different area based on weather conditions.** If it is raining and you come to the car rider area, but you listed your child is a walker, they will not be at the car rider spot. It will take a considerable amount of time to have them report to that area and there is also a possibility that they will have already started walking. We ask that you communicate transportation changes in writing ahead of time to help us to provide you with the best possible dismissal experience.

**Late pick up:** Our teachers who supervise dismissal areas are officially off duty at 3:15. To keep students safe after 3:15 they are moved to the front lobby of the school where our clerks supervise them. If you arrive after 3:15 they will be inside at the front lobby. **If you arrive after 3:30 you will be required to come inside the building to complete the Student Late Pickup Notice as part of the process for signing the student out.**

**Head Start/ Pre-K/Gulf Coast/Siblings/PreK3/PreK4:** **Please do not get out of your cars when you come to pick students up. Staff members will approach your vehicle to assist you. If you arrive early, you will see students seated in the cafeteria, however, we do not open the doors or start dismissal ahead of schedule.** Our younger students are allowed to get to this dismissal location early because of their age requiring more time to transition. Older siblings will not arrive at this location until closer to 2:50 therefore we wait for families to be together before starting dismissal.

