

2017-2018 Longfellow Elementary Student Dismissal Procedures

IMPORTANT: Parents/Guardians, It is your responsibility to notify your child's classroom teacher how your child will be leaving school every day. It is also your responsibility to have in your possession the necessary Carpool Pass and/or Parent Walk-Up Passes that the classroom teacher provides to you. This is strictly enforced and is for the safety of your child (children). Thank you!

Carpool Pick-Up

Carpool Pick-up will have a 2017-2018 **pink dashboard sign** that must be displayed at all times during the pickup process. These signs must be obtained from the classroom teacher. *If parents do not have a valid dashboard sign, they must park their vehicle in an appropriate location and bring their ID to the Front Desk. Staff will check to see if they are on the "Child Pick-Up List" and validate the ID.*

Parent Walk-Up

Parent walk-ups will pick up their child/children at the rear of the school (in the playground /recess area) by the glass door exits at the end of each hall. Parent walk-up will have a 2017-2018 **yellow, orange, or green Walk-Up Pass** – depending on which hallway and your child's grade level. These signs must be obtained from the classroom teacher and must be shown to the teacher in charge at the end of the hallway during dismissal. *Parents without a card will be asked to go to the front office and validate their ID in order to pick up their child (children).* At 3:25 p.m. Parent Walk-Up ends and students will be brought to the car lines in the school foyer. Walk up parents must then get in their car and go to the end of the car rider line.

PLEASE NOTE: Parents will not be allowed to enter the back doors of the school at dismissal. This way we restrict/control access to the school during this vulnerable time and increase our students' safety.

Students who are registered with the afterschool park program will be escorted to *Linkwood Park* by a school staff member.

All students should be picked up by 3:30 p.m. unless they are in tutorials or afterschool activities.

Parents, please know that we are doing everything we can to ensure your child's safety. With so much happening in schools today, we understand the importance of being consistent school wide with our norms and systems. They are crucial to maintaining order, safety, and an optimal learning environment in a school our size.

Please synergize with us in reinforcing these rules and creating a safer environment for everyone.

Thank you,

The Longfellow Staff

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Students should be picked up at 3:05pm. (12:45pm on Early Dismissal Days)
Students may not be checked out between 2:30 and 3:05pm...Please plan accordingly!

