

## DISMISSAL PROCEDURES

IT IS VERY IMPORTANT THAT EVERYONE DO THEIR PART TO KEEP STUDENTS SAFE AND TO MOVE THE LINE QUICKLY.

### Pick Up Line:

- We will dismiss 4 cars at a time.
- Dr. Vega or another staff member will have students at a cone waiting for you.
- Drive up to the cone where your student(s) is/are waiting.
- Pull up to the first empty cone available, if your student(s) are not at a cone yet
- We will stop foot traffic while cars are moving.

### Parking Lot:

- If you choose to park your car or are picking up a preschooler, please do not walk through the car line. Walk along the perimeter.
- We will not send children into the parking lot, you must come to them and escort them to your car.

### PLEASE

- Have your family name folder up & ready for staff/Safety Patrol to read, this will quicken the movement of the line.
- Be ready to let us know who your students are.
- Respect that the PRIMARY responsibility of the school staff is to ensure the safety of the students. They must focus on this first and foremost. If you have a question or concern they will ask you to wait until dismissal is over.
- Follow the directions of all Safety Patrol Officers. They are also there to help.
- Do not park parallel to the Church in the parking lot.
- Do not walk through the car line.
- Do not honk or otherwise rush your students or staff.

## NAME TENTS

We are providing these “tents” with your child(ren)’s last name to be used during dismissal. We ask that you have them present on your dashboard, so staff members are able to see them and direct students to you.

Each family will receive 2 tents for whomever will be picking up your child(ren).

If you need more, please contact your child’s teacher or the school office and we will get them for you as soon as possible.

We are asking that these tents be folded in half with your student’s last name on the outside. Once folded it needs to be put on the passenger side dashboard for staff members to easily read. When you are not using your tent it can be stored above the visors of your car.

We are asking that you use these to help us make the dismissal process move quicker.

Thank you for your cooperation!!

