



Dismissal Procedures

Preschool and Lower School Afternoon Dismissal

- Dismissal for preschool through fourth grade begins at 3:10 pm and ends at 3:30 pm.
- Drivers should enter carline from Tarragon Lane.
- Drivers should remain in their cars and proceed slowly and safely through the carline at the direction of the staff.
- Drivers should honor a speed limit of 5 miles per hour for the safety of students, faculty/staff and parents.
- Please pull your car as far around the circle as possible and wait your turn.
- While it is tempting to stop under the porticos in front of the doors, this is a hazard for other cars and delays the efficiency of carpool.
- It is imperative that drivers **not** use cell phones. For the safety and efficiency, drivers need to be fully aware of the directions given to them by teachers on dismissal duty.
- Students are released for afternoon dismissal in an organized manner that facilitates the least amount of wait-time for families.
- Before you exit the school's property, take time to securely buckle all children into safety seats or seat belts.
- The middle school does not dismiss until 3:30 pm; parents with children in the middle school are asked to arrive closer to the middle school's 3:30 dismissal and assemble with the other middle school parents in the middle school waiting line (see instructions below in the "Middle School Dismissal").
- If you are in the lower school carline and want a middle school student, you will be asked to proceed to the back of the middle school line.

Middle School Dismissal

- Dismissal for 5th through 8th grade students begins at 3:30 pm and ends at 3:50 pm.
- Drivers who are picking up middle school students are asked to enter campus from Wallace Manor Road. Upon entering campus drivers will be directed into the middle school waiting line by school staff.
- At 3:30 school staff will direct families who are picking up middle school students from the waiting line into the circle in front of the school buildings. Please cooperate with all school personnel when moving from the middle school waiting line into the circle in front of school buildings.
- Parents should remain in their cars and proceed slowly and safely through the carline at the direction of the staff.
- Drivers should honor a speed limit of 5 miles an hour for the safety of students, faculty/staff and parents.

- Before you exit the school's property, take time to securely buckle all children into safety seats or seat belts.
- For matters of safety, it is imperative that drivers follow the directions given to them by dismissal staff.
- It is imperative that drivers **not** use cell phones. For safety and efficiency, drivers should be fully aware of the directions given to them by teachers on dismissal duty.

Take Note!

- To ensure the efficient completion of dismissal, please do not park and come into the building to pick up your child. This will only prolong the process.
- Any parent needing to pick up their child(ren) for an early dismissal should arrive prior to 2:50PM. They must park their car in the designated visitor parking lot, wait at the office for the student to be called from the classroom, and sign the student out. Parents should not go to the classrooms to pick up students.
- Parents should not go to the classrooms. Teachers have been instructed not to release students directly to the parents without authorization from the administration or office. This is for the safety of the students and reduces the confusion and disruption created during instructional time.
- Students are *not* permitted to walk through the parking lot to meet parents unattended. This is dangerous even when accompanied by an adult.
- Students should enter their cars immediately and not linger outside of the back or side of the car.
- Please remember that between 3:00 PM and 3:50 PM the office will be closed as dismissal is conducted. Please be prudent in coming into the office at that time. If you must come into the building, please park in the designated visitor parking area and come into the lobby. Please wait patiently until there is a break in the dismissal activity.
- Please be considerate of parents parked in the designated visitor parking spaces along the side of the church. Be alert to anyone attempting to exit from the parking spaces. Please exercise patience and courtesy as you let those parents leave.
- Parents and visitors should honor the faculty parking regardless of time of day by parking in the designated visitor parking along the side of the church.