

Dismissal Procedures

2023-2024

- Dismissal begins at 2:25 PM. We ask that any changes to your child's standard dismissal plan be communicated to the school office/student's teacher by a legal guardian prior to 2:05 PM.
- At dismissal time, parents and guests are not permitted beyond the office and we ask that parents remain back from the exits of the building to provide students with safe access and clear lines of vision upon exiting.
- Dismissal Definitions:
 - Front door walker: a student who exits the front of the building and walks and/or rides a bike home from school or a student who exits the front of the building and meets a parent who has parked and gotten out of their car to meet the child in the front of the building.
 - Back door walker: a student who exits the back of the building to utilize the back path and walks and/or rides a bike home from school or a student who exits the back of the building and meets a parent who has parked on school grounds and gotten out of their car to meet the child in the back of the building. Pre-kindergarten students will not be exiting in the rear of the building and should only plan to be frontdoor walkers.
 - Bus or van rider: a student who rides a school bus or a licensed childcare van after school. These children will exit the front kindergarten exit with a teacher if they are in pre-kindergarten and kindergarten or the main school entrance if they are in grades 1-5.
 - Car rider: a student whose parent/caregiver **remains in their car** in the car rider lane with their car turned on and their pick up tag in the window (as shown at right). Students will be called to the cars by staff members. **Parents do not get out of their cars in this lane. Students designated as car riders will only be released to parents in their cars in the car rider line.**
 - SACC: Students who attend the after school School Aged Child Care program run by Recreation and Parks in the building.
- All students will be escorted to their exit door by a teacher or staff member when their dismissal group is called.
- Dismissal order:
 - Buses and licensed childcare van riders
 - Front door and Back door walkers
 - Car riders
 - SACC
- Getting your child at dismissal time:



- Car riders:
 - Display your car rider tag on your visor, dashboard, or hanging from your rearview mirror.
 - Follow the direction of the crossing guards and school staff.
 - Pull into the car rider lane and remain in your car with your car running.
 - As the staff member at the bend sees your tag, they will radio to another staff member to send your student to your car. Display your car rider tag to make this process as efficient as possible.
 - Your student will independently come to your car and independently get into your car.
 - Follow the direction of staff to exit.
 - In the diagram below the purple lines show the traffic pattern. The red dot symbolizes where a staff member generally stands to read the car rider tags. The yellow area represents the independent loading area.



- Front door and back door walkers:
 - Students may walk, ride a bike, or meet a parent to get into a parked car.
 - It is best, if you are meeting a student, to plan a location prior to the start of school where you will meet your child.
 - Students meeting adults who have parked a car in the parking lot must be accompanied by the adult across crosswalks and through the parking lot for the safety of the child.
 - The school discourages parking in the neighboring communities in front of or behind the building and having students walk to your car at dismissal time.
 - Follow the direction of staff and crossing guards.
 - See the diagram below to determine where walkers will exit the building:

