

DISMISSAL

Picking Up Early

Students are not allowed to leave the school premises during the day unless properly excused.

Parents are discouraged from dismissing children early because this kind of dismissal represents lost instructional time and an interruption to your child's classroom.

- If you need to dismiss your child from school early, please send in a blue transportation pass. To ensure children's safety, we will not change a child's dismissal based upon a voice on the telephone, email or a fax.
- When you dismiss your child from school before the end of the scheduled day, please do not attempt to pick up your child from the classroom; come to the school office and sign a log that provides the school with a documented journal of all early dismissals. We appreciate your cooperation in this important safety matter.
- Please note: For unplanned events when you must pick up your child without prior notification, please do so before 3:15, when we begin our announcements. Once announcements starts the main office's focus is on the safety of over 370 students and making sure all students being dismissed get to where they need to be.
- We thank you for your cooperation in not asking to have your child dismissed except for an emergency or an unavoidable appointment.

Picking Your Child Up at the End of the Day (aka WALKER)

Any student being picked up or attending an after school activity must have a **blue transportation pass**.

We will assume all students will take their regular bus home each day unless they bring a pass to school in their backpack.

This procedure includes students who attend an after school activity such as: boy scouts, girl scouts, chess club, after school enrichment programs, and other activities that take place in the building right after school. A daily note is also required for children going to the Boys and Girls Club and Stop & Go Depot at Parks & Rec. Without a note, the child will be placed on their regular bus home.

The only exception to this rule is if your child takes a day-care van to a Ridgefield day care facility. Requests to be transported by day-care vans will remain valid and blanket transport letters will suffice.

Transportation passes should be completed only if the day-care student is riding a school bus home or is picked up by a parent. Please remember to notify the day-care provider if a student will not be riding the van on a particular day.

If you are picking up a child at the end of the school day,

- Please do not linger in the hallway unless you are wearing a visitor's pass. Children are never picked up from the hallway - only from the office (during the school day) or in the gymnasium (at the end of the school day). This is an important safety issue.
- Children who are to be picked up by parents after school ("Walkers") should have a blue transportation pass specifying this arrangement.
- If you are picking a child up at dismissal you must meet the child in the gymnasium at the end of the school day. Parents may park at the rear of the school, on the black top, in an orderly fashion and enter the rear doors of the gym to pick up their "walkers" at the back entrance of the gymnasium. During this time, teachers supervising the pick-up of students need to concentrate on exits and students while ensuring students are going home with their parents. Please try not to engage them in lengthy conversation. Finally, please be on-time when picking up your children. J
- At dismissal times, we do use the back lot for parking and student pick up. Please park carefully and always escort or supervise your children in the parking lot. If the rear lot is full at dismissal time parents may park in the front lot and walk to the gym to pick up 'walkers.' Please note that students use the lot for recesses at all times during the day, so we do not allow parking there during the school day or prior to 3:25pm.

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