

**Dismissal Procedures**  
**2010 ~ 2011**  
**PreK-3 through 8**

**General Procedures:**

- ❖ If you need to check out your child early, please do so by 2:40 p.m. Students checking out early are not eligible for perfect attendance. Early check outs are also recorded on your child's report card and are part of their cumulative record.
- ❖ Parents should not go to the classrooms during dismissal. All teachers are on duty and cannot converse with you at this time.
- ❖ The circular drive in front of the main building is reserved for buses. Please do not park here to pick up your child.
- ❖ Everyone's safety is of utmost importance, please be cautious and courteous in the parking lots.
- ❖ **When you pick your child up each day, we would prefer that you DO NOT park and get out of your car. This creates a traffic flow problem when you try to get into the car pool line.**
- ❖ Students not picked up by 3:20 p.m. will be sent to after care.
- ❖ Please see the diagrams of the dismissal procedures for specific information.
- ❖ Due to P.E. classes and school activities, the gate on the Barataria side of the campus cannot be opened before **2:40** each day. Arriving prior to this time causes a dangerous traffic situation on Barataria Blvd.

**Walkers:**

- ❖ The office must have written permission on file if you allow your child to walk or ride a bicycle home after school or after an extra curricular event. **This must be submitted yearly.**

**Riders:**

- ❖ Students who ride home in cars are dismissed at approximately 3:00 p.m. or 1:30 p.m. on early dismissal days. Please display a sign on your dashboard with the name(s) of the child(ren) you are picking up. Students are brought to the dismissal areas as a group and picked up using a car pool process. Please refer to the diagram enclosed and the next three sections for the procedure. Picking up students from the wrong side of the campus will only add to confusion at dismissal.
- ❖ **Pre K-3 and Pre K-4 students with no other siblings** at V.O.L. are dismissed at 2:40 p.m. and 1:10 p.m. on early dismissal days. The purpose for this early dismissal time is to help eliminate traffic problems in the parking lot. A car pool process will be utilized. Please enter the gate on Barataria Blvd. **behind** the new building. Proceed along the side of the new building and around to the circular drive. Students will be loaded into cars outside the main gym entrance. Parents cannot park and meet their child.
- ❖ **Pre K-3 and Pre-K 4 students with older siblings at V.O.L** are dismissed with the main school at 3:00 p.m. from the Barataria lot and will use the car pool procedure. Your child will be escorted to the car pool pickup area in front of the library as you arrive.
- ❖ **K and 1<sup>st</sup> grade** students are dismissed at 3:00 from the Barataria lot (by the library). Students will be escorted by teachers and assistants to the Barataria parking lot for pick up. You should not go to your child's classroom. Duty teachers will assist getting your child into the car. You do not need to park and get out to meet your child. Use the car pool line. Also please pull up as close as possible to the car in front of you in the car pool line. This will allow more cars to get into the lot.
- ❖ **2<sup>nd</sup> through 8<sup>th</sup> grade** students are dismissed from the Ames parking lot (by the café). Teachers will escort children to this dismissal area. There are 2 car pool pick up lines. Middle school parents should use the car pool line nearest Ames Blvd., and 2<sup>nd</sup> ~ 4<sup>th</sup> grade parents should use the car pool line that goes under the church covered entrance.
- ❖ To avoid confusion for families with children in multiple grade levels, students in 2<sup>nd</sup> ~ 8<sup>th</sup> grade with a younger sibling in Pre K-3 through 1<sup>st</sup> will be dismissed from the Barataria parking lot at 3:00.

**Buses:**

- ❖ Buses usually arrive between 3:00 and 3:20 p.m.
- ❖ Students need a written note from a parent that is approved by the office to ride a different bus in the afternoon.