

**Dismissal Procedures**  
**2018 ~ 2019**  
**PreK-2 through 7**

**General Procedures:**

- ❖ **All students Pre K-2 through 7<sup>th</sup> grade are dismissed at 3:00 p.m.** 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, winners of the Cajun Fest silent auction, and middle school sports teams on game day.
- ❖ Everyone's safety is of utmost importance, please be cautious and courteous in the parking lots.
- ❖ **When you pick your child up each day, please DO NOT park and get out of your car. This creates a traffic flow problem for the car pool line. You should also not park at business establishments in the area.**
- ❖ **Students are not allowed to walk across the parking lot or the street to meet their parents at a parked car.**
- ❖ Students not picked up by 3:20 p.m. will be sent to after care.
- ❖ **Please review the carpool diagrams on the school's website. There are 2 different carpool lines so be certain to review the process for your child's grade level.**
- ❖ 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. Do not block the flow of traffic on Barataria by stopping on the road to wait for the gate to open. This causes a dangerous traffic situation on Barataria Blvd. for which you can be ticketed.

**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. 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. Picking up students from the wrong side of the campus will only add to confusion at dismissal.
- ❖ **Pre K-2 through 1<sup>st</sup> grade** students are dismissed at 3:00 from the **Barataria** lot (by the gym). 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. 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 7<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. 5<sup>th</sup> – 7<sup>th</sup> 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. Please do not park/block the car pool exit lane.
- ❖ To avoid confusion for families with children in multiple grade levels, students in 2<sup>nd</sup> ~ 7<sup>th</sup> grade with a younger sibling in Pre K-2 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. The circular drive is reserved for buses.
- ❖ Students need a written note from a parent that is approved by the office to ride a different bus in the afternoon.
- ❖ All school rules apply on the school bus.