

**Dismissal Procedures**  
**2023 ~ 2024**  
**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. Early check outs are recorded on your child's report card and are part of their cumulative record.
- ❖ Parents must remain in their vehicles and use the carpool process.
- ❖ Everyone's safety is of utmost importance, please be cautious and courteous in the parking lots.
- ❖ 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 3 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.

**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 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). All parents must remain in their car and use the grade appropriate car pool process. 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. Duty teachers will assist getting your child into the car.
- ❖ **2<sup>nd</sup> through 7<sup>th</sup> grade** students are dismissed from the **Ames** parking lot (by the café). All parents must remain in their car and use the car pool process. 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.