

Dismissal Procedures

Car Riders

- * Parents MUST have a car tag hanging on the rearview mirror in order to pick up your child. Please do not remove this tag from the mirror. If you do not have your car tag, you will have to park and go to the front office. You will need to show identification to pick up your child.
- * To ensure your child's safety the person picking up must be on the emergency card for pick up.
- * Follow the traffic flow pattern on the map on the front of this paper. In order to keep traffic flowing, please follow the staff members directing traffic.
- * Please stay in your vehicle at all times. A staff member will direct your child to your vehicle.
- * Students will be sitting by grade level for dismissal. Siblings will not be grouped together. Staff members will make sure every child gets to their car safely.

Bus

- * Students need to have signed up and have their name on a bus roster. If the student's name is not on the roster, they will not be permitted to ride the bus.
- * If a student would like to ride the bus home with a friend, they must get permission from administration first. To receive this approval, please contact Ms. Black at clara.black@imagineschools.com.
- * Please make sure your child follows all bus rules or the privilege will be revoked.

Walk Up

- * Parents must have a Walk Up Pick Up (WuPu) card to pick up your child. If you do not have this card, you will have to go to the front office and show identification to pick up your child.
- * To ensure your child's safety the person picking up must be on the emergency card for pick up.
- * Walkers will be dismissed through the side door on the west side of the multi-purpose room.
- * **If you are picking up your Early Childhood student at 3:15, older siblings will report to that Early Childhood room for dismissal.**
- * **Front lobby doors into the hallways will be locked during dismissal. Only Early Childhood parents with a badge will be permitted into the building during our dismissal time. All other parents must either go through the car line or go to the Walk-Up Door.**
- * **Please make sure your child's teacher knows how your child is getting home on a daily basis. If your child is going home a different way than usual, you must send an email and/or written note. If there is no written note your child will go home as regularly scheduled.**
- * **All students who are not picked up by 3:30p.m. will go to After Care.**
- * **In case of emergency, there is a 2:30p.m. cut off for dismissal changes.**