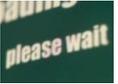


# DISMISSAL SIGN OUT/PICK UP PROCEDURE

We are committed to ensuring that every child being picked up at the end of the day leaves safely with his/her parent or guardian. The main procedure is that parents sign their child(ren) out when they have their child(ren) in hand and are on their way out of the building. Parents will now enter the café to pick up their child(ren) at dismissal time using the single door to the left of the front windows. Parents will wait in line in the café in a specifically designated area. Students will enter the café, be seated and wait to be called for their parent/guardian.

## This is the procedure:

1. Parents/guardians coming for pick up will enter the building by the café entrance to the left of the café windows.
2. Parents will wait in line inside the cafe. There will be a divider and signs designating the area. Parents may not wait in any other area of the building for their child(ren). 
3. Once the students are dismissed, they will proceed to the café and sit in the designated area waiting for their parents to pick them up.
4. One at a time a parent will be called from the line to the sign out station to request their child(ren). We will be working to move through the line as quickly and efficiently as possible. It will take a little extra time at first.
5. Staff inside the café will call children to the sign out table be picked up.
6. Once the parent has the child(ren), the parent will sign out and **exit the building immediately through the café door**. This will keep things moving efficiently and safely. 

There is no need to arrive before 3:15 p.m. for pick up. It is important to know that kindergarten students will be brought to the café first. **If you are picking up a kindergarten student, you can plan to get there at 3:15 p.m. to be at the beginning of the line to pick up your child.** We will be asking parents who have **only** a kindergartner to pick up first to keep things moving smoothly and efficiently. If you have a kindergartener and an older child, please do not plan to be there early as you will need to wait an extra 5 minutes or so for the rest of the children to come down.

Patience and working together as we iron out any kinks will ensure the success of our pick up procedure. Please follow the signs and look toward the staff that will be assisting for direction. Please note that if you need to go to the office for any reason you will need to make that visit separately through the front entrance. For safety reasons you will not be able travel into the remainder of the building from the café. Instead you will be asked to enter the building through the front entrance.

Sincerely,  
*Lorri Whiteman*  
Principal

