

End of Day Dismissal Procedure

Due to the large amount of traffic that will be around the campus during dismissal, we kindly ask parents to exit the parking lot after picking up their child(ren). This will allow other parents to pick up their child(ren) in a timely manner.

To ensure safety, as well as efficiency, please do not park along the fence at the entrance of the property. This will allow vehicles to enter safely and procedure through with ease. Please procedure slowly and cautiously at all times.

The end of the day dismissal is as follows:

Holland Hall students (Grades K-3) can be picked up by a parent / guardian 2:50 p.m. at the door of their homeroom class. Classes with gym or music last period will be returned to their homeroom for the 2:50 p.m. pick up time. Parents who are waiting for an older child are encouraged to wait just outside the main door. Students who are being picked up by an older sibling will remain in the class until their sibling arrives after the 3:00 p.m.

Holland Hall students (Grades 4-6) will be escorted to the main lobby at 3:00 p.m. by their homeroom teacher or the teacher they are with last period. Students will be required to wait in the main lobby with their teacher until either a parent comes to the main door to pick them up or they are relieved by the teacher on duty. There is a teacher on duty in the main lobby from 3:15-3:30 p.m. only.

Students in the SBC after 3 program will be picked up by the program supervisor in their homeroom and escorted to the designated area.

Students who walk home will be dismissed by their homeroom teacher through the main door.

There is **no supervision on the field after school**, consequently students are not permitted on the field after 3:00 pm unless their parent is present to supervise.

Mullock Hall students (Grades 7-12) will be dismissed after their last class and will exit the main door of Mullock Hall. There is a teacher on duty until 3:20 p.m. and the main door will be locked. Students who are not participating in extra curricular activities or other programs are expected to be picked up no later than 4:00 p.m.

Parents are asked to clearly indicate on the Emergency Contact Form how their child(ren) will be picked up at 3:00 p.m. Any changes to the original plan must be communicated, in writing, to the homeroom teacher immediately.