

# ELEMENTARY DISMISSAL PROCEDURES

The following procedures outline how elementary children are dismissed at the end of each day.

## **Parent/Guardian Pickup Procedures**

- Each parent is assigned a card for each of their children in grades EC3 through Grade 5.
- If you don't have the card for your child, you must go to the reception desk for approval.
- If you are picking up someone else's child, you must have that child's card or go to the reception desk for approval.
- If you have more than one child to pick up, you must go to each door where the children are being released.
- If one parent is picking up another parent's child, the parent of the child who will be picked up must inform the child's teacher before 12 noon on the day of pickup. If the teacher is not informed before 12 noon that day, the parent of the child to be picked up must contact the reception desk.

## **Parent Pickup Locations**

- EC3 – EC5 will be checked out at their classroom's back door.
  - EC5B children will be brought to the EC5A classroom on the first floor. All EC5A children will be released together.
- Grades 1 through 3 will be checked out at the door closest to the small (ECC) playground.
- Grades 4 through 5 will be checked out at the door closest to the big playground.

## **Bus Rider Procedures**

- Teachers will escort all students to their assigned bus.
- A WYIS bus monitor will be on every bus ride to and from campus.
- Students are not allowed on the bus without a WYIS staff member on board.
- Students must be dropped off at their assigned afternoon location, unless the teacher is otherwise notified by the parent.
- Students must follow all school and bus policies on their daily commutes to and from campus.

If you have questions about these dismissal procedures for your child, please contact your child's teacher through email or Class Dojo.

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