

Dear Parents and Guardians:

This note is a reminder of our school dismissal procedures. All parents and guardians are asked to abide by these procedures.

Please keep in mind that all procedures are put in place for the safety and security of your children.

**We will not deliver phone messages to children. A note from the parent prior to the start of the school day will be the only way to communicate any changes to the teacher.**

If a change must occur after the start of the school day a parent or guardian must be present in the front office with ID prior to 3:00pm. Students are to be picked up on the playground at their dot. Parents are not allowed to wait in the hallways or by classroom doors as this interferes with dismissal.

**We do not take students out of bus lines nor off a bus. Parents are not permitted to look for students at the bus line.**

Parents are not allowed to park or enter the front of the school after 3:00pm. We are referring to the front parking lot on the corner of 27th Street and Searles. To pick up your student from the playground you must enter though the back of the school when the gates open at 3:20pm. Please remember to only park in authorized areas.

Please be respectful of all staff members that are enforcing the rules and procedures and make sure that anyone picking up your child is aware of these rules.

