

## **Dismissal and Early Leave Procedures**

Students are expected to be punctual every day, with the morning assembly starting at 7:15 am for all students. Your child must be present during assembly to receive important instructions.

### **End-of-day schedules are as follows:**

Kindergarten: 12:50 pm (Thursdays at 12:05 pm)

Elementary: 1:30 pm (Thursdays at 12:45 pm)

Student pick-up: Parents/guardians are required to park their vehicles and use the designated gate. They must collect students from their classrooms. Students will not be released if guardians are waiting in the car.

### **Early Leave Dismissal:**

If a student needs to leave school during the day for an appointment, parents must:

- Physically sign the student out at the admissions office, regardless of whether a note or phone call has been provided. Students will wait in reception until picked up. No student may meet their parent in front of the school.
- If a student needs to go home, the parent will be contacted. For non-illness-related reasons, a written request from the parent must be submitted, stating the time and reason for dismissal. The student will wait in reception until signed out. Failure to sign out is considered skipping.
- Students sent home for hair or dress code violations will be marked absent for missed classes and must still be signed out.
- If a student returns the same day, they must sign in at the admissions office. Any late arrivals must sign in at the Admissions or Discipline Office to avoid being marked absent for the day.