

New Dismissal Procedures for Chapman's Retreat

In our ongoing effort to improve the safety of students and the congestion in the parking lot during dismissal, the following revised Dismissal Procedure will be implemented effective August 13, 2007.

DISMISSAL CHANGES: If a dismissal change is made, it must be in writing and given to the child's teacher. If the change involves someone new picking up the child, please inform that person that they will need to show picture ID in the car rider lane.

BUS RIDERS: All bus riders will be dismissed by grade level and will report to the appropriate waiting area (gym or cafeteria). In the waiting areas, students will assemble based upon their bus number. Each group of bus riders will have a certified teacher who will walk the students to the bus on a daily basis. The same teacher will represent the same bus each day. Floaters will be responsible for maintaining order in the waiting areas.

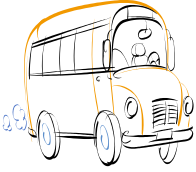
FUN COMPANY: All students who attend Fun Co. will line up with their class at dismissal. Fun Co. students will then be dropped off by their classroom teacher in the designated Fun Co. waiting area.

WALKERS: All walkers will line up behind the Fun Co. students with their class at dismissal. Walkers will then be dropped off by their classroom teacher in the designated supervised walker area of the gym. Path patrol staff will be on the path during dismissal to supervise walkers and bike riders.

*Students who are to be walkers that live across Duplex will ***not*** be allowed to walk independently as CRE does not have a crossing guard. If students are to walk across Duplex, a parent must walk over to the school and escort them across the street. These students will be with their classroom teacher in the car rider area.

CAR RIDERS: All car riders will line up behind the walkers in their class at dismissal. Car riders will then be escorted by their classroom teacher to the car rider area at the front of the building for dismissal.

All persons picking up students will be required to show a ***picture ID***. Having the picture ID ready to show to the classroom teacher will speed the dismissal process. Please do not be offended if you are asked for your ID. It will take some time for our teachers to get to know you all! Picture IDs will be required for the **first three weeks** of school and anytime a different person is picking up your child. Picture IDs may also be necessary if a classroom teacher is absent and a different teacher is dismissing the class.



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For safety, car riders will be released to cars waiting in the designated areas only. Please drive forward to the front cone at the end of the school building to allow as many children to load as possible. A double line of cars should be formed. The double line will start near the first street light and continue across the entrance of the building all the way to the end of the sidewalk. For safety reasons, please turn off your engines after lining up.

Parents should then exit their vehicle and walk to the student waiting area where the children will be dismissed to them by the classroom teacher. Students will be grouped by grade levels (K-1, 2-3, and 4-5). Parents and children are then asked to return to their vehicles in a safe but swift manner.

Once all children are safely in the vehicles, the first round of cars will be dismissed and the second round will be asked to drive forward. This process will continue until all car riders have been dismissed.

Please refrain from "flagging" your child to you, while cars are moving, or from the parking lot. In addition, your child will not be released to walk over and meet you in the parking lot. Your patience and consideration for the safety of students and courtesy to staff is appreciated.