

# EVJH Checkout Protocols

## Early Checkout

If your student needs to be checked out of school, the following procedure will be followed:

- Parent/Guardian must come into the building to check students out early.
- Parent/Guardian must present ID. This is for the safety of all children.
- Parent/Guardian must sign the check out log.

NOTE: It is important that your information is up-to-date. We CANNOT release a student to anyone whose name is not listed in HAC/TAC/eSchool. To update the information, please reach out to our Registrar, Mrs. Candice Chabotte, by phone (501-214-6708) or by email ([candice.chabotte@estemschools.org](mailto:candice.chabotte@estemschools.org)).

## **LATEST CHECKOUT – 3:00 p.m.**

As a contributing member of the Downtown Little Rock community, EVJH has a responsibility to be good neighbors and respectful partners. To prevent traffic flow issues during dismissal, afternoon check outs will not be allowed after 3:00 p.m.

## Emergency Check Out

A student may be checked out of school in the case of an emergency. The parent/guardian should call/email the student's school office as soon as possible requesting an emergency check out. Parent/Guardian should also notify the school office, in writing or by email, the reason for the emergency check out request. The student will be released from class when the parent/guardian arrives at the student's school office.