

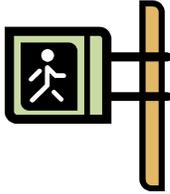
****SEE BACKSIDE FOR MORNING PARENT DROP OFF****

DISMISSAL PROCEDURE

School dismissal begins at 3pm
Half day dismissal begins at 12noon

The following dismissal procedure will be strictly adhered.

DEFINITIONS:



Walker = a child who walks out the lobby door and continues to walk off the RLM premises. A **student walker** does not board a vehicle that is on school property.

- **Walkers who live in the North Elm and Hartshorn Road area will leave through the front lobby door.**
- **Walkers who live in the Crescent St. area will use the back hallway door near the gym.**



Parent Pickup = a child who is picked up by a driver in a car (**regardless of whether or not he or she lives within walking distance**). If you come into the school driveway in a vehicle and your child gets in the car – ***that is a Parent Pick Up.*** You are not allowed to park in the RLM lot and walk over to the dismissal area. The driver of the car must follow the Parent Pickup (PPU) procedures.



Bus Student = a child who rides the bus home and boards the bus through the front lobby door.

If your child rides the bus and is ***on occasion*** to be a “parent pick up” (PPU), you must **write a note** and they will meet you at the back lobby door.

If your child is a “walker” but is ***on occasion*** a “parent pick up” (PPU), you must **write a note** and your child will meet you at the back lobby door.

Children will not be allowed to leave through the front door unless they are, as defined above, a ‘WALKER.’

In order to dismiss over 245 children safely and efficiently, these rules must be followed consistently. If further consideration is needed, please call Mrs. Everett at 508 894-1240 press 0 and she will make an appointment for you to meet with Mrs. Goulet.

Thank you in advance for your understanding and cooperation in this matter.

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