

YATES DISMISSAL POLICY


In an effort to eliminate excessive classroom interruptions, please be advised of the following policies regarding early dismissal:

1. **Call Down Dismissal List:** After **3:20 pm**, the office will **not** be able to call into classrooms. Your student will be placed on the list & will be called with parent pick-ups.
2. **Please send a NOTE** with your child when they are going to be picked up early for any reason.
3. **No "Call Ahead" Dismissal:** In the event that a note is not sent in advance, or a last minute appointment is made, students will only be called from their class when their parent/guardian has arrived on site. Students will not be removed from class prior to their parents being in the office for pickup.



**THE INSTRUCTIONAL DAY
ENDS AT 3:35 PM.**

Student Morning Drop-Off

- Student drop-off begins at 8:50a.m. We do not have adult supervision prior to this time.
- Make the first left into the parking lot and follow the loop to the drop off area. Cars ARE NOT permitted to drop off students in front of the school. This is reserved for our buses.
- Follow the arrows.  There is one way to enter and one way to exit the drop off area.
- When dropping off students, please ensure that they are ready to exit the car on the drivers' side.
- A staff member will assist your child out of the car. Please **DO NOT** release your child until you reach the drop-off area.
- For the safety of everyone, students and parents MUST use the crosswalk when entering and exiting the school building.
- PLEASE NOTE: The instructional day begins at 9:05 a.m. If you drop off a student AFTER this time, you will need to walk him/her into the building to obtain a tardy pass.

NOTE: Yates Elementary will continue to utilize a front door buzzer system for any visitors during the 9:05 am-3:30 pm instructional day. The front doors are locked during this time & visitors will need to use the buzzer system to be allowed in the building by the office staff.

Student Afternoon Pick-Up

- NOTE: The instructional day ends at 3:35 p.m. Please make every effort not to pick up your children earlier than this time unless it is an emergency.
- All students who are being picked up after 3:25 pm must be signed out in the sign out book in the cafeteria.
- We ask that parents wait in the cafeteria & not in the hallways or lobby during the dismissal time period of 3:30-3:50 pm. The lobby must be clear for dismissal of bus riders & for safety purposes..
- Students will sit at assigned tables until parents have completed the sign-out process **and** they are released by a staff member.
- Parents and students have matching ID cards with students' names to ensure safety. To make the process efficient, please have your card readily available. If you do not have your card and you have a Parent Pick-up Permission Form on file, you will need to show your ID card. If you have not completed a Parent Pick-up Permission Form, please go to the office to sign out your child. If you need additional ID cards, they may be requested from the office.
- All parents and students show their cards and exit the cafeteria using the double doors next to the parking lot.
- Parent pick-up for Kindergarten students & their siblings will be in room 2. Parents should arrive for Kindergarten pick-up outside the end of their hallway.