

## DISMISSAL PROCEDURE FAQ

Below is an FAQ regarding the St. Aloysius School Dismissal Procedure.  
If there are any additional questions please direct them directly to Mr. Gjoka.

**1. *Why the new dismissal procedure?:***

The new procedures are being mandated by the diocese. Mr. G has worked with them and our security guard, Lance, to develop a plan to best meet their requirements and work within the structure and culture of our school.

**2. *When will this go into effect?:***

It starts on January 8<sup>th</sup>, 2018

**3. *What time is pick up?:***

Dismissal will be staggered. Grade 3 - 8 will be dismissed at 2:25. Grades K- 2 will be dismissed at 2:35.

**4. *Where do I pick up?:***

Your homeroom teacher will dismiss your student(s) to you at your designated exit door. To find your door please see attached diagram.

**5. *I have more than one student when & where do I go first?:***

Siblings will be released to you at the youngest child's time & exit door. Ex 1: You have an 8<sup>th</sup> grader and 6<sup>th</sup> grader, go to 6<sup>th</sup> grade exit at 2:25. Ex 2: You have a 6<sup>th</sup> grader and a 2<sup>nd</sup> Grader, go to 2<sup>nd</sup> grade exit at 2:35

**6. *My children have different dismissal times. What is my oldest doing?:***

Older children will be supervised in their respective classroom during the romins between dismissals. The student that has the early dismissal will stay in their classroom until 2:35, then they will be sent to their younger siblings exit at 2:35.

**7. *What if my youngest is sick & not at school?:***

Nothing changes. Your older student will follow the same procedure as if the youngest is in school, they will wait in their classroom and be dismissed at the younger child's respective exit and time.

**8. *My child has permission to walk, will they still be allowed to?:***

Yes, at the start of the new dismissal a permission slips will be sent home to be filled out and returned to school. You will be able to designate walking as an option for dismissal.

**9. *Can we still designate other class parents, family members & nannies to pick up:***

Yes, new permission slips will be sent home and you will be able to authorize up to 3 other adults (outside of the mom & dad) to pick up. These will be given to the homeroom teachers, so they will be aware of who they are authorized to release your child to.

**10. *Someone is picking up who is not on my list, then what?:***

You must send written notice to the homeroom teacher and Mrs. Bearden. This can be in the form of an email or written note, but it MUST BE IN WRITING.

**11. *My Child has a playdate:***

This policy is not changing, you need to send written (electronic or handwritten) permission to your homeroom teacher and Mrs. Bearden.

**12. *I am running late, What do I do?:***

Anyone who is pre-authorized by you can pick up your child, However, if it is non-authorized person you must send written notice to your homeroom teacher & Mrs. Bearden. Or you can elect to have your child sent to homework club until you arrive.

**13. *What about after school activities?:***

Students with activities will wait in their classrooms until 2:35 and then will be released to their programs following regular dismissal.

**14. *How does this effect pick up at afterschool clubs?***

It does not. You will enter the building through the gym entrance and pick your child up from the Club lead. If a non-authorized adult is picking up, you will need to send written notice to the homeroom teacher and Mrs. Bearden.

**15. *I am volunteering either for an HSA or in the classroom:***

The HSA member in charge of the event and/or the classroom moms will provide a list to the school prior to the event. Entering the building is only allowed at the 8th grade entrance where you will be asked to sign in.

**16. *I need to drop something or pick something up at the office?***

There will be a box by the security station where documents may be left to be delivered to the office. Also, the HSA is working on moving club and other payments online to make it easier for everyone – WooHoo!

**17. *What about our sense of community?***

This is last, but in NO way least. This was discussed at length. The HSA is working on ideas for giving all of us a chance to meet up and see each other. More to come on that. Also, you will still be able to congregate in the playground and allow our children to play after pick-up. This does not solve

for everything, but we hope to find new and unique ways to maintain the special community we have built here at St. As.

***18. I like a little face time with my child's teacher, now what?:***

Your homeroom teacher will release your child to you, or your designate proxy, everyday. However, if you need to speak with them, please schedule time and they will make arrangements to give you access to the building.