

# **PSR DISMISSAL PROCEDURE**

## **For ALL Grades 1-8**

The terms stated in this procedure are intended to ensure the safety of all the children as they leave PSR at dismissal time.

*For the safety of all the children, we state and will enforce the following:*

1. There is no 'pick-up' line along the fire lane in front of the school. All adults **MUST** park in the parking area.
2. No parking is permitted in the fire lane directly in front of the school.
3. Adults picking up grades 1-5 children must enter the building and pick up the children at their classroom. The only exception will be when an older sibling in grades 6-8 is permitted to pick up the child by being included on the "Designated Adult List".
4. Only Middle School students (grades 6-8) will be allowed to leave the building without an adult.
5. No student may enter or leave through the back doors of the school.
6. All children will be seated in their rooms until a designated adult or older sibling enters the room to pick them up. Children will not stand at the door to be released.
7. Please inform all persons on your "designated adult list" of our dismissal policy.
8. In the event that none of your "designated adults" can pick up the child, a hand-written note of permission with your signature should be presented to the teacher by the adult who is picking up the child. The child must recognize that adult and be willing to go with them.
9. As a rule, we cannot accept phone calls for exceptions or permissions. Emergencies only please!

**IMPORTANT:** The "Designated Adult List" form in the registration packet **MUST** be filled out and turned in for all students in grades 1-5.