



2023-2024

Academic Year

**Arrival and Dismissal
Procedures**



1 Arrival Procedure

Our school doors will open daily at 7:00 a.m. Students may not be dropped-off prior to this time. Older siblings may be dropped off with the youngest sibling.

- **Drop-off on West Driveway - Morning Reception Area (All Grades):**
7:00 - 7:45 a.m.
- **Drop-off at North Driveway - (All Grades):**
7:00 - 7:45 a.m.

Before Care:

Offered at no additional charge.

Staff will provide supervision of students in the cafeteria until 7:30 a.m..

Students may enter classrooms at that time.

***Arrivals between 7:45 - 8:00 a.m.**

Drop-off on West Driveway - Morning Reception Area (All Grades):

*Arrivals after 8:00 a.m. must be escorted by a parent to the main office.



2 Dismissal Procedure

To facilitate dismissal, our staff will use the ConciergePad Silent Dismissal app. Parents need to ensure that Car Tags with ID number are displayed. Car tags will be mailed to all new students prior to the first day of school.

Students will remain in their classrooms until they are called out to dismissal. Staff will use the Car Tag ID numbers to announce that you are here to pick up your student. The teacher is electronically notified and will dismiss the student to their pick up location.

Students will not be called to dismissal without the Car ID number.

Their teachers will tag students' backpacks with the corresponding CAR ID number to expedite dismissal.

If picking up more than one student, older students will be dismissed with the youngest sibling.

The school day will end at 2:30 p.m. and on campus students will pack up and prepare for the afternoon prayer.



Dismissal Times

DISMISSAL

2:45 P.M. Dismissal (12:45 P.M. on early Dismissal Days) **PK3 – 8th Grade**

LOCATIONS:

PK3 and PK4: North Side of the School – Left Car Lane

Kindergarten and 1st Grade: North Side of the School – Right Car Lane

2nd grade and 3rd Grade: West Side of the School

4th Grade: North Side of the School – Left Car Lane

5th Grade: North Side of the School – Right Car Lane

6th – 8th Grade: West Side of the School

Dismissal ends at 3:00 P.M. Students that are not picked up by 3:00 P.M., will be taken to after school care. Billing for after school care services will begin at 3:15 p.m.

Our Lady of Lourdes Parish School Drop off and Dismissal Directional Map

