

COVEDALE DISMISSAL PROCEDURES:

At dismissal, all of the yellow buses, daycare vans and afterschool program transportation vehicles will be located in the rear circle of the Covedale lot. No parents should park in this area.

Walkers: All walkers will be dismissed out of the front door. Once your child is dismissed they will be escorted out of the building and dismissed from there.

Bus, Van, Day-Care Riders: All bus, van and Day-Care riders will be escorted out the rear of the building and directly to their bus or van. They are to get directly on the bus and remain there until all classes have been dismissed. At 2:20 the buses will be dismissed off of the property.

Car pick-up:

Option 1- Inform your child's teacher your child will be dismissed out the front door. Pull up on Sidney Road and wait for your child to be escorted out of the front of the building. You will need to pick up your child from the teacher.

Option 2 - Inform your child's teacher your child will be dismissed out to the church parking lot. Pull in the Western Hills Church of Christ parking lot, pull to the back and park. Once you have your child, travel onto the connector driveway and exit out of the Covedale driveway.

Once again, please do not pull into the salon right next to the building. We interrupt their business at dismissal times. Please be courteous and use one of the options presented above and not use their parking lot.

Kindergarten Pick up: For the safety and needs of our kindergarten students, we require them to be picked up by a parent, guardian or someone who has been designated by the parent/guardian. These people will need to park either on Sidney Road or in the Church parking lot and then walk around to pick up the students from the kindergarten entrance located at the rear of the building.

Please be aware we will **NOT** alter your child's dismissal plan unless you write a note to the teacher or call the office. Many times we have students verbally tell us their plan has changed and it actually has not. We then are responsible for communicating with you and ensuring their safe transportation home. For safety and consistency, we will not change a dismissal plan unless you inform the teacher in writing. In extreme emergencies, you may call the office prior to 2:00 PM. After this time it will be too late to change the dismissal plans.

We dismiss from school at 2:15 PM. At 2:25 PM we will bring the students back in the office. Any families who are chronically late picking up their children will be addressed by administration and possible consequences will be enforced. All of our staff have families like you and we have to pick up our children as well. If we have to stay behind for late families, it affects us as well.

DISMISSAL MAP

