

PALMER ARRIVAL & DISMISSAL POLICY

Main Office Dismissal


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

1. **Call Down Dismissal List:** After **3:15 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 at 3:45 p.m.
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, therefore, please plan accordingly.



**THE INSTRUCTIONAL DAY
ENDS AT 3:55 PM**

Student Morning Drop-Off

- Student drop-off begins at 9:05 a.m. We do not have adult supervision prior to this time.
- Drive straight ahead 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 passenger's 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 9:20 a.m. If you drop off a student AFTER this time, make sure that they go into the main office to obtain a tardy pass.

NOTE: Palmer Elementary will continue to utilize a front door buzzer system for any visitors during office hours 8:30am - 4:55pm. 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, if applicable.

Student Afternoon Pick-Up

- NOTE: The instructional day ends at 3:55 p.m. Please make every effort **not** to pick up your children earlier than this time unless it is an emergency, they will lose instructional time.

All students who are being picked up after office early dismissal cut off time of 3:15pm, must be signed out in the main office and wait in their vehicles for parent pick up dismissal at 3:45 p.m.

- We ask that parents wait in their vehicles with assigned cards on dashboard & not in the hallways or lobby during the dismissal time period of 3:45- 3:55 pm. The lobby must be clear for dismissal of bus riders & for safety purposes.
- Students will sit and wait in the cafeteria until they are released by a staff member. **Parents cannot walk into the cafeteria to pick up their child.**
- To make the process efficient, please have your card readily available on the dashboard. 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 need additional dashboards cards, they may be requested from the main office.

If you have NOT completed a Parent Pick-up Permission Form, please go to the main office to sign out your child and complete form.