

AFS Lower School

Dismissal Procedure/Guidelines for 3:00 p.m. Car Pickup

General Information:

Dismissal time is 3:00 p.m. to 3:20 p.m.

- If you will be making any changes in your dismissal plans, contact the Lower School office before 2:00. If calls come in after 2:00, we cannot always process them in time for a peaceful dismissal.
- If you have an emergency which will delay you, please call the Lower School office. After 3:20, any children still waiting will be escorted to the Extended Day program. There will be a drop-in charge.
- When you arrive for dismissal, please drive slowly and stop at the stop sign.
- If you are parking, park in a ***designated parking spot***. **Do not park on the circle.**
- Please remember that Handicap spots are available for those in need. These should not be used unless the vehicle displays the proper Handicap sticker or tag.
- Please cross only at the crosswalk when entering the front of the Lower School.
- Once you have picked up your child, please supervise his/her activity. Teachers will be supervising only students who have not been picked up.

Children in the 3-and 4-year-old classrooms scheduled for 3:00 p.m. pick-up:

- All children need to be picked up personally by an adult, either directly from the classroom or from the Nature Playground. If the weather permits, children in the 3-and 4-year-old classrooms will be on the playground at the 3:00 dismissal time.
- Adults picking up students need to park in the side lot and walk through the Nature playground to the side doors to pick up children. **Do not park on the circle in front of the building.**
- Please remember to pick up the student's belongings and to sign out at the classroom.

Children in the 3-and 4-year-old classrooms scheduled for noon pick-up:

- Pick-up time for children scheduled for our half-day program is noon. All half-day pickups will occur from the front lobby of the Lower School. Please enter through the front doors.

Children in grades K-4 scheduled for 3:00 p.m. car pick-up:

- All children who are picked up at 3:00 p.m. in grades K-4 will exit through the front door of the Lower School and wait in the grassy area next to the Nature Playground. Once there, teachers will supervise them until an adult comes to pick them up.
- To pick up a student via the car line, enter the campus from Washington Lane, proceed slowly and form two lines. When directed, cars will alternate left, right, left to form a single line before approaching the front of Lower School. Drive up to the circle and a teacher on duty will call for your child from the dismissal area. Please do not get out of your car. A teacher will help your child get into the car.
- When picking up your child, please display the nametag given out on Orientation Day, on your windshield.

**Thank you for your cooperation in
keeping dismissal safe, smooth, and secure for all students!**