

Parents,

In order for arrivals and dismissals to run smoothly, we must follow the procedure outlined on this page. Please review this information carefully and adhere to arrival/dismissal protocol.

Arrival

In the mornings both Crowder Road and Hayne Blvd. are used for drop-offs. Hayne Blvd. entrance will open for 7:00 A.M., and the Crowder Blvd. gate will open at 8:00 A.M. and close at 8:22 A.M.

If your child/children will be arriving after the 8:25 A.M. bell, you **must** sign in with the office.

Dismissal

The dismissal time of the oldest child you are picking up or carpooling with will be used.

	<u>Time</u>	<u>Area</u>
Pre-Kindergarten and Kindergarten	2:15 P.M.	Crowder
1 st and 2 nd Grade	2:25 P.M.	Crowder
3 rd and 4 th Grade	2:35 P.M.	Hayne
5 th and 6 th Grade	2:45 P.M.	Crowder
7 th and 8 th Grade	2:55 P.M.	Hayne

Additionally, please use these guidelines:

- Place the dismissal form placard in your front windshield with the names and grades of each child riding in your carpool.
- Please be courteous, patient, and safe.
- Only allow children to exit car on passenger side.
- **Upon leaving the Hayne exit gate, please turn right onto Hayne and go around the block if there is traffic heading west. Waiting for a break in the traffic makes it impossible for the line of cars behind you to move.**

Parents living to the east of the school must approach from Hayne Blvd. – not Crowder Road. If you live west of the school, please use the Crowder Road drop-off area. **Do not make a u-turn from Crowder into the front entrance gate between 7:30 A.M. – 9:00 A.M. and 2:00 P.M. – 3:15 P.M.**

Do not walk your child(ren) into or out the gates of the school. Drive through the car line as designated.

If you arrive **prior** to your child’s designated dismissal time, you **must not** stop in the driveway or schoolyard. You may park in a parking spot and check your child out through the office or circle the block until the appropriate time.

Absolutely under no circumstances should you get out of the car with the engine still running.

Should any emergency arise (hurricanes, extremely bad weather, etc.) please tune to radio stations WWL-870 AM, WWL-105.3 FM, and WITX-690 or the Lake Castle website www.lakecastlesneworleans.com for any announcements.

Please remember that it is a violation of a state law to use a cell phone in a school zone.

_____ (Parent’s signature) _____ (Student’s name/class)
I am aware of the arrival/dismissal procedures and will inform any other person who drives my child to/from school of these procedures.