

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.

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