

Arrival/Dismissal

Arrivals

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.

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.**

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 a paper plate in your front windshield with the names and grades of each child riding in your carpool.
- Please be courteous, patient, and safe.

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

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.