

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.** This cuts off people waiting to turn into the yard from the east and is discourteous.

If your child/children will be arriving after the 8:25 A.M. bell, you **must** sign-in with the office. Students will not be allowed into class without a tardy slip from 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	2:15 P.M.	Crowder
Kindergarten*	2:20 P.M.	Hayne
1 st and 2 nd Grade	2:30 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

*We are moving kindergarten dismissal to 2:20 Hayne in order to have pre-k and kindergarten dismissed in small groups. **It is imperative that parents do not pull into the schoolyard and block entrance for the drive. If this occurs, kindergarten dismissal will be moved back to Crowder.**

- Place the placard 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 WTIJ-690 or the Lake Castle Website www.lakecastlesneworleans.com for any announcements.

If your child is in Grade 3 or below, please see to it that your child wears a nametag through September 15. No one will be accepted without this information on his/her clothing. In order for your child to be directed to the proper room in the morning and ushered to the correct P.M. area in the afternoon, it is of paramount importance that you adhere to the aforementioned.

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

Do not arrive prior to your child's scheduled dismissal time. If you pull up to the dismissal area and your child has not been dismissed, you must exit the line and come back.

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