



Established 1963

# Lake Castle Private School

8400 Hayne Boulevard  
New Orleans, Louisiana 70127  
Phone: 504-242-6270  
Fax: 504-241-7844

## ARRIVAL/DISMISSAL

**ARRIVAL TIME:** Between 7:45 and 8:25 A.M. (This time may be extended in the first few days of school.)

**Arrivals:** In the mornings both Crowder Blvd. and Hayne Blvd. are used for drop-offs. Hayne Blvd. entrance will open at 7:45 A.M., and the Crowder Blvd. gate will open at 7:45 A.M. and close at 8:25 A.M.. Parents living to the east of the school must approach from Hayne Blvd. – not Crowder Blvd. If you live west of the school, please use the Crowder Blvd. drop-off area. **Do not make a u-turn from Crowder into the front entrance gate between 7:45 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. The tardy bell will ring at 8:25. Any student arriving after the tardy bell must be signed in, and a parent must sign the tardy slip.

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

### Crowder Blvd.

Pre-Kindergarten  
Kindergarten  
6<sup>th</sup> Grade  
7<sup>th</sup> Grade

### Time

2:10 P.M.  
2:25 P.M.  
2:40 P.M.  
2:50 P.M.

### Hayne Blvd.

1<sup>st</sup> Grade  
2<sup>nd</sup> Grade  
3<sup>rd</sup> Grade  
4<sup>th</sup> Grade  
5<sup>th</sup> Grade  
8<sup>th</sup> Grade

### Time

2:10 P.M.  
2:20 P.M.  
2:30 P.M.  
2:40 P.M.  
2:50 P.M.  
3:00 P.M.

**Do not enter the driveway before the gate opens at 2:00.**

**Dismissals:** Students will be dismissed from classrooms with no groups convening in the dismissal area. Children remaining for after-school care will be dismissed at 3:03. Do not arrive prior to your child’s scheduled dismissal time.\* Please use the following protocols to enhance the dismissal process.

- Drive through the designated car line
- Write names (including last names) and grades of each child riding in your carpool on a dismissal placard. Placards should be written in marker with big, bold letters.
- Hang placard from rearview mirror for visibility from a distance.
- Please be courteous, patient, and exercise extreme caution.
- Should any emergency arise (hurricanes, severe weather, etc.) please tune in to local television/radio stations, the Lake Castle website, or Canvas for any announcements.

**No cell phone use in the car line.**

**If your child is in Grade 3 or below, your child must wear a nametag through September 30.** 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 dismissal 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. **Absolutely under no circumstances should you get out of the car with the engine still running.**

\*Students will not be called for dismissal ahead of scheduled dismissal time. In the instance of a parents arrival before a students designate dismissal time, the parent will be directed to park and sign the student out through the office. This will be recorded as an early dismissal.