

Stratford Avenue School Dismissal Procedures

The health and safety teams have discussed the need for uniform dismissal procedures across the elementary and primary school buildings. To promote student safety, please know and adhere to the following procedures.

You must always present your identification to enter the building. If there is a change in your child's regular dismissal procedure on any given day, you must send a dated note or email to the classroom teacher to advise of that change.

The focus of your child's teacher must be on the students during dismissal, therefore, the teacher is not available for discussions or meetings at this time. Please contact the teacher to schedule an appointment for any matter you wish to discuss.

Please be aware of the following policies:

1. Dismissal

- To ensure a safe dismissal for our students, **visitors are not permitted to enter the building between 2:20 p.m. and 2:50 p.m.**
- All early pick-ups must be no later than 2:15 p.m.
- If you arrive between 2:20 and 2:50, you will be asked to remain outside until dismissal procedures are complete.
- If you are inside the building at 2:30, you will be asked to wait in the main office until dismissal procedures are complete. You will be permitted to exit the building at 2:50 p.m.

2. Change in Dismissal

- If there is a change to your child's regular dismissal, please notify the school the day before by emailing your child's teacher, Mr. Hartigan @ hartigan@gcufsd.net, Mrs. Quezada @ quezadal@gcufsd.net and the main office staff, Mrs. Zappa @ zappat@gcufsd.net and Mrs. Fitzsimons @ fitzsimonsa@gcufsd.net. If you are notifying us the same day as the dismissal change; please make every effort to email the teacher and office staff no later than 11:00 a.m. If you are notifying us of a change after 11:00 a.m., please call the main office.
- If the change in dismissal involves your child being picked up instead of taking the bus, or being picked up by someone other than the usual person, please make sure they are aware of the pick-up location:
 - Grades 2 and 3 from- Stratford Avenue doors
 - Grades 4 and 5 from- Weyford Terrace circle door

The designated pick-up person will be asked to present their photo identification to a staff member. The identification must match the person you name in your change of dismissal notification.

3. **Entering the building after Dismissal**

- Re-entry is permitted after 2:50 p.m.
- All visitors must enter the building through the Stratford Avenue doors
- Students are permitted to re-enter only with an adult
- Office staff is available until 3:30 p.m. for assistance