

St. Brendan School

In order to maintain a safe environment for all children, faculty, and staff please review the new dismissal procedures in order to make dismissal as smooth and safe as possible:

- Dismissal begins at 2:25 pm. We have four choices for dismissal. Students are either walkers, car-riders, bus-riders, or they go to after care. If your child has a change in transportation, **a note must be sent** to the teacher on the morning of the change. Calls to the office must be received by 2:00pm.
- Children **walking or biking** home will be dismissed from the South end of the school building. Two members of the faculty will assist them in safely exiting the school.
- All cars picking up children will enter through Brendan Lane or the back driveway on Coe Avenue. Please begin to line up along the curb between the church and school. Once the Westlake bus and all daycare vehicles exit, please pull up along side the cones next to the school.
 - A name placard will be sent home with your child for you to place in your front windshield. Please use this placard so we can deliver your child to your car quickly, efficiently, and most importantly safely.
 - **Students must enter the right side of the car only!** No student will be permitted to enter a car from the left side of a vehicle. Teachers will be assisting students by opening and closing the car door.
 - For safety concerns, **teachers are not permitted to buckle** any student into the seat of the car. If your child is unable to buckle themselves into the seat, please pull over into a parking spot once the line begins to move.
 - Do not pull out of the line in front of a car that may still be loading students. Remember we must maintain a safe environment for the students and teachers.
 - Once loaded, please safely exit the parking lot.
- Bus riders will be dismissed once all car riders have exited and once the designated bus arrives. Teachers will safely escort the students to the bus.