

Dismissal Procedures **Effective Immediately**

CARPOOL DISMISSAL :

You must have the student identifier card placed on your car windshield in order for your child to be dismissed to you through the carpool EVEN if you are known to the individual running the carpool. IF you DO NOT have this, you will be asked to park and go into the main office with your ID in order to pick your child up. *If you have misplaced your STUDENT IDENTIFIER you must email Laurie Marino : lmarino@tcsfa.org*

LOBBY DISMISSAL :

Every person who is coming onto school grounds to pick up a student MUST have their ID ready for verification EVEN if you are known to the individual running the front desk. Please be prepared to wait for an additional moment while we do our very best to ensure your child's safety.

EMERGENCIES :

We understand that emergencies do come up at the last moment and you may need to send in someone to pick up your child. If this person is NOT on your Authorized Student Pick-Up list you MUST either fax in a letter along with your ID giving this person permission OR be sure to update your child's Authorized Pick-Up list at the front desk.

Thank you for your cooperation in working with us to ensure your child's safety. If you have any questions please call (561) 533-9917.

Pre-school

Any child dropped off before carpool begins will be charged Before Care

Carpool drop-off time: 8:30-9:00 am/pick up time: 2:00 - 2:25pm

Any child picked up after 2:25 will be charged Aftercare

Elementary

Any child dropped off before carpool begins will be charged Before Care

Carpool drop-off time: 8:00-8:30 am/pick up time: 2:00pm - 2:55pm

Any child picked up after 2:55 will be charged Aftercare

Students will not be released early to avoid carpool lanes.

If you need to pick your child up early, all Elementary Students must be picked up by 1:30pm.

If you need to pick your Pre-K Child up early, they must be picked up before 1:30pm.

All students must exit from the left hand side of the car. Please do not pull around cars, we ask for your patience while you are in line.

Please do not be on your cell phone while you are in the carpool line. If you are bringing items to your child's classroom, please drop off your child first, park, and then bring your items through the main lobby.

We are a **SMOKE FREE** campus and do not permit any smoking on campus, including all vehicles.

Students who report before school begins and are not registered in the Before care Program must remain with parent/guardian until school begins. No teacher classroom will be called until carpool is complete.

If a child is dropped off before carpool begins and is not registered in the Before care Program, a \$45.00 fee will be charged regardless of the time. This fee is due at time of drop-off.

Any Elementary student not picked up by 2:45pm, who is not registered in our Aftercare Program, will be charged \$45.00. Any Pre-K student not picked up by 2:10pm who is not registered in our Aftercare Program will be charged \$45.00. This fee is due at time of pick up. We will make one phone call to the parent/guardian regarding pickup. If we are unable to reach parent/guardian, we will make one more call from the pickup list on file. If we are unable to reach anyone, governmental authorities will be notified. This could constitute as child abandonment by authorities.