

## **12:00 NOON DISMISSALS**

Please check your calendar and Wednesday Folder for 12:00 Noon dismissal dates. Please remember that lunch is not served on 12:00 Noon dismissal days. Your child will need to bring their lunch if they are in the After School Program. All students not picked up by 12:15 p.m. will be sent to the After School Program. Parents are responsible for all charges incurred.

## **ABSENCES**

When a child is absent, a parent or guardian is asked to call the school at 329-7524. A note from the parent or guardian stating the reason for absence can be sent to school the next day.

**If a child is sick in the morning, parents should not send him or her to school.**

## **DISMISSAL**

Dismissal is 3:00 p.m. Parents are not to enter the building to pick up their child before this time (unless they have arranged for an early dismissal). Please wait for the child near the carport area. Students will dismiss from this area. They will be escorted to their designated spot and stand with their teacher until picked up by the parent. Please do not take a child from the line without the teacher's knowledge. Please escort your child safely to your vehicle.

If a student is to leave school with a person other than a parent or guardian, written permission must be received by the school office or teacher. Proper identification is required in such instances.

**Please note** - Students not picked up by 3:15 PM will be sent to our After School Program. There is an additional charge for this service. No child may be left on the school grounds after 3:15 PM unless they are under the supervision of a school employee. Parents are responsible for all charges incurred.

## **EARLY DISMISSALS**

When it is necessary for a student to be dismissed early, a note from the parent or guardian is necessary. Parents or guardians must stop at the office to sign out their child for early dismissal. Office personnel will call to the classroom for the student to come to the office. Parents are not to go to the classroom.

## **APPOINTMENTS**

Please do not schedule doctor or dentist appointments during school hours unless it is an emergency. Please do not interrupt the school schedule by expecting to pick up your child any time before 3:00. We do understand that things come up, however, this should be the exception and not the norm. Please do not engage teachers in general/conference type conversation during morning arrival time. Please schedule an appointment with your child's teacher. All parents/volunteers must report to the school office when entering the building.

## **EMERGENCY SCHOOL CLOSING**

When it is necessary to close school due to snow or other emergency conditions, announcements will be broadcast over the local radio station WRVA -- 1140 AM or TV channels 6, 8, and 12.

All Saints Catholic School also participates in an emergency telephone notification system through the Honeywell Instant Alert Corporation