

# CMS Dismissal Policy:

*In an effort to eliminate excessive classroom interruptions, please be advised of the following policy regarding early dismissal: (eff. 9/13/10)*

1. **Please send a NOTE** with your child when they are going to be picked up early for any reason. We will call them to the office when you arrive.
2. **No “Call Ahead” Dismissal:** In the event that a note is not sent in advance, or a last minute appointment is made, students will only be called from their class when their parent/guardian has arrived on site to pick them up. *Students will not be removed from class prior to their parent being in the office for pickup.*
3. **Call Down Dismissal List:** Beginning at **2:40 p.m.**, the office will not be able to call students down to the office. Your student will be placed on the list & will be called first after the announcements are made.
4. **Car Riders:** If you are going to pick your child up daily from school please do not do so in the office. Please ask for a form to complete and return to school stating that your child will be a car rider. The car riders will be dismissed to the side of building near the gym during dismissal time.

***Parents: You make the difference! Thank you for your support!***