

IMPORTANT CHANGE TO OUR DISMISSAL SYSTEM

January 2012

At the beginning of our 2011-2012 school year, we began our new automated dismissal process. Implementation has taken tremendous effort and we have learned a great deal during this time. Modifications have been ongoing as we analyzed the data and made adjustments to meet the needs of our families. We are extremely grateful for the significant contributions of those who have made all this possible. However, our unique parking lot and limited space have presented some challenges. Our ultimate vision is to address the design of our parking lot in a comprehensive manner which will meet the needs of our parish and school community.

Working within our current parking lot scenario, we are implementing another approach to our dismissal system. Our objective is to identify the dismissal process which best meets the needs of our school. At the end of this school year, we will survey our parents and ask for input to decide the dismissal process for 2012-2013.

Our primary goal continues to be the safety and security of our St. Gregory students.

Beginning January 3rd and throughout the week, we are requiring all parents to exchange their current yellow and blue dashboard cards for Dismissal ID Cards. One unique Dismissal ID card will replace each dashboard card. You will be required to turn in all dashboard cards in order to receive a Dismissal ID Card for each family member.

The change to the dismissal process will be as follows:

We will no longer be “reading” cars as you enter the lot. Cars will arrive according to the first and second dismissal times and **park in the striped parking spaces (in the same manner as Sunday Mass).**

Parents will present their Dismissal ID card at the school entrance. ID Cards will be scanned which will notify the classroom teacher that an authorized person is on the way to pick up the student. Parents will proceed to the classroom door to pick up their student. **Please note – teachers are monitoring the dismissal of all students and are unable to converse at dismissal time. Parents are not allowed to enter the classroom at this time.**

First Dismissal

Dismissal ID cards will be scanned beginning with the 2:20pm first dismissal warning bell. At 2:25pm, teachers will begin releasing students to their parents at the classroom door. Parents are asked to safely walk their children to their car and immediately exit the parking lot in order to allow for our second dismissal cars to enter the lot and park.

Second Dismissal

Dismissal ID cards for second dismissal will be scanned beginning with the 2:50pm second dismissal warning bell. Second dismissal ID cards will not be read prior to this time. At 2:55pm teachers will begin releasing students to their parents at the classroom door. We ask that you pick up your youngest child first. Parents are asked to then safely walk their children to their car and immediately exit the parking lot.

Please be aware that our First Dismissal requires the use of our entire parking lot, therefore we ask that our Second Dismissal families **DO NOT arrive prior to 2:40pm**. Arriving before this time will cause congestion and delay the First Dismissal families from exiting the parking lot.

We will read Dismissal ID Cards until 3:10pm each day. After this time parents will be asked to go to the Parish Center to pick up their student.

Important security features to remember

Aftercare students will continue to be picked up from their classroom by our aftercare personnel.

Students participating in extracurricular activities will be escorted to their activities as in the past. Reminder: parents picking up groups such as Scouts are to continue to pick up the group in the Parish Center.

Carpools and Pick-up Overrides will continue to be managed through our online system. A student will not be released to another family without the required override in our system.

The Dismissal ID card is required for efficient dismissal of your child. Parents without ID cards will be directed to the school office. Dismissal ID Cards **MUST** be scanned – you cannot give your number verbally in order for your child to be released.

If you lose your Dismissal ID Card it is important that you report this to the school office so we can remove it from our system.