

## SETON CATHOLIC SCHOOL DISMISSAL POLICY

RATIONALE: Over 95% of the Seton Catholic School population has bussing available to them for transporting students to and from school. For various legitimate reasons, many students are transported by parents or guardians to and/or from school on any given day. The safety of children during dismissal is an issue that resurfaces every year, presented by concerned parents/guardians, faculty, and staff of Seton Catholic School. After collecting input from various stakeholders in the community, the following policy has been designed and approved by Principal, Patty Selig and Pastor, Fr. Gary Tyman. The dismissal procedure will be as follows:

Prior to walker/riders being called, parents/guardians must be in the gymnasium to sign in for dismissal. All walker/riders will be called after bus call beginning at 2:15

- All children will be dismissed to their parents/guardians from the Seton gymnasium.
- Seton school doors are locked at all times during school hours. There will be an attendant at the door 2:00pm so that parents/guardians may enter the school and proceed to the lower level, sign students out on the designated sheets, and wait for their children in the gymnasium.
- Children will be called from their classrooms, by floor, to meet their parents in the gymnasium.
- If children are to be picked up by someone other than the parents and are not on the registration form as designated individuals to release your child to, an e-mail must be sent to the main office ([setondcs@dor.org](mailto:setondcs@dor.org)) or a phone call placed (585 473-6604) before 2:00 PM on that day.
- In the event that a problem occurs at the last minute and a non-designated person is picking up your child, a phone call must be placed to the main office with the information. Email will not be checked after 2:00 PM until dismissal is complete.
- Any child not picked up by 2:45 PM will be sent to Aftercare, as per the Parent/Student Handbook, where parents will need to sign them out and billing will be sent from Our Lady of Lourdes offices.
- Parking for parents/guardians is available in all available spaces in the parking lot any time after 1:45, and on Varinna and Rhinecliff respectively when buses depart at 2:30.

We realize in some cases grandparents or other family members pick your children up from school, we ask that you notify all concerned of the policy and procedure.

In the event that you have any questions or concerns regarding this dismissal procedure, we ask that you contact the school.