

Bishop Mussio Elementary Dismissal Procedures

Dear Parents,

To ensure a safe and smooth dismissal for our 420 students, please review our end-of-day pickup procedures below.

Carpool Pickup Locations

Students are dismissed to **two separate locations** based on the first letter of your last family name:

- **Letters A–L: Gym**

- **Letters M–Z: Breezeway**

(Note: These groupings may be adjusted after the first few weeks of school if needed.)

School-Issued Dismissal Signs

- **KEEP YOUR SIGNS DISPLAYED UNTIL YOUR CHILD GETS IN YOUR CAR!**

- **Mandatory Use:** Our 26 rotating dismissal staff use these large signs with our school logo to quickly identify your vehicle and ensure children are ready when you arrive.
- **Distribution:** Signs are issued during our back-to-school drop-off day or on the first day of school. A new color is issued each year.
- **Need Extras?** We are happy to make **as many signs as you need** for different family members or vehicles. Please contact the office.
- **Forgetting or Missing a Sign:** If a driver arrives without a sign, they must park and go to the main office to sign the student out.
- **Sending Someone Else:** If a friend or family member is picking up your child without your sign, please call the school office ahead of time. We will issue a temporary dismissal slip directly to your child's dismissal teacher.

Walkers and Bus Riders

- **Bus Riders:** Students wait in the front hallway with a teacher's aide and are walked directly to the bus.
- **Walkers:** Students are dismissed from the location closest to their home (Gym or Breezeway). If you walk from home to meet your child, you can arrange to meet them at their assigned dismissal site.

Safety and Late Pickups

- **No Walk-Ups:** For safety and traffic flow, **no parent may park and walk up to the dismissal locations** to request a child. If a special circumstance requires an urgent pickup, please call the office ahead of time to arrange a standard sign-out.
- **After 3:00 PM Pickup:** Any student not picked up by **3:00 PM** will be walked over to the cafeteria for after-school care. If you arrive after **3:00 PM**, please go to the cafeteria's double doors and ring the outside bell to pick up your child. *For the first week or two we will hold the kids a little longer.

Thank you for your support, patience, and cooperation during the first few weeks of school as we perfect this routine. We expect to have all students safely dismissed by **3:00 PM** daily once the routine is established.

2 RETURN OPTIONS:

1. Please sign, detach and return this portion with your youngest child to confirm you have read and understand these procedures.
2. Please sign, scan or take a picture and email it to info@bishopmussio.org in the subject line put "Dismissal Procedure"

Thank you!

Signature: _____ Date: _____