

## Dismissal Procedures

2019-20

In the interest of student safety and to ensure the most efficient dismissal, we ask families to review the following procedures.

Trinity (PS, PK, Montessori students)

- Trinity dismissal begins at 2:40 pm
  - To alleviate traffic in this area, there will be **no CAR pickup at Trinity** (see below **CAR pickup**).
  - Instead, please park your car in Lot C and walk down to the front of the Trinity building. Teachers will be in position at the entrance of Trinity and will notify staff within the building the name of the student who needs to be sent out.
  - If the student has an older sibling or is not picked up by 2:55 pm, see below **CAR pickup**.
- If you have multiple children at The Campus School, you can do one of two things:
  - Pick up your Trinity child(ren) and walk them over to *the Circle* (*the area at the top of the driveway that forms a circle*) to pick up your Tiernan children.
  - Drive your vehicle up Fifth Avenue for **CAR pickup** (see below). A teacher from Trinity will walk all remaining Trinity students over to *the Circle* at 2:55 pm to meet their siblings.

**CAR pickup** for K--8 students, Trinity students with siblings or Trinity students who have **not** been picked up by 2:55 pm :

- All vehicles for **CAR pickup** will enter through the **Fifth Avenue entrance ONLY**.
- Students will be in place at *the Circle* (*for new families: this is the sidewalk area in front of Tiernan - Campus School Main Building*) for **CAR pickup** at **3:00**.
- All **CAR pickup** students will be standing in groups alphabetically based on their last names to facilitate efficient boarding.



"CONE ZONE"



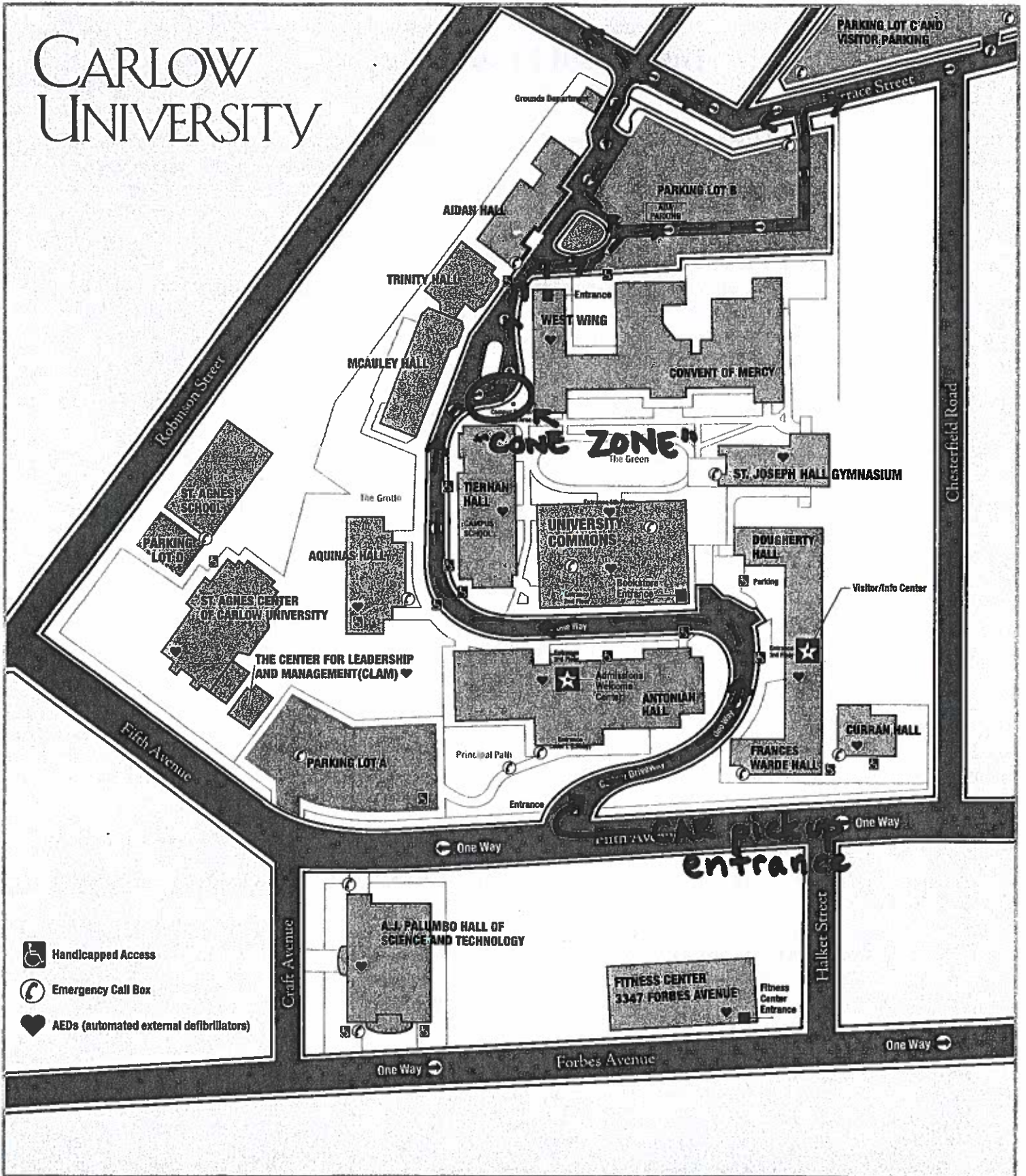
The loading zone in front of Tiernan will be clearly marked with traffic cones.




1. Before arrival at the "CONE ZONE," place your LAST NAME PLACARD prominently on your front dashboard.
2. At the top of the drive (3rd stop sign), you will stay to the right and enter the "CONE ZONE."
3. Four cars will be loaded at one time.
4. When everyone is safely in their vehicles, the four vehicles will proceed out of the front of the "CONE ZONE" and exit the campus, through either the left or right side of Lot B onto Terrace Street..
5. Students not picked up by 3:25 pm will go to Extended Day (1 day fee applies).

### NOTES:

1. We understand that there will be a period of adjustment for everyone so we ask for your patience and consider as you plan your arrival and departure times. Our highest priority is **safety**.
2. **NO CARS WILL BE PERMITTED TO ENTER THE CIRCLE** from Lot B.
3. Vehicles that are parked in illegal spaces will be ticketed.
4. **VERY IMPORTANT:** All Early Dismissals must be completed by 2:45 p.m. Changes in dismissal transportation **must** be received no later than 1:30 for that day.
5. It is critical that you attend to the timing of your arrival in order for CS staff to facilitate smooth departures.

# CARLOW UNIVERSITY



-  Handicapped Access
-  Emergency Call Box
-  AEDs (automated external defibrillators)

**CAMPUS MAP**  
 DIRECTORY ON REVERSE