

## **DISMISSAL REMINDERS**

Kindergarten parents will pick up their children on the kindergarten play yards.

Student pick up will take place on the castle play yard near the new main entrance, where students will exit at 3:15.

Bused students will exit on the patio side of the school and walk up to the buses at 3:15. Buses depart from COS by 3:30 (1:30 on Wednesdays)

## **IMPORTANT**

Our new Front Office entrance is at the atrium beside the multipurpose room on the “castle playground” side of the building. We will be temporarily using the atrium as a welcome area as we prepare for our administrative office renovation.

Please follow the procedures below when reporting dismissal changes, early pick-ups, late drop offs and absences:

-For temporary/end of day dismissal changes, please send an email to [dismissalchanges@circleofseasons.org](mailto:dismissalchanges@circleofseasons.org) on the day that you would like to make this change. This email address is only for end of day, temporary changes. Please be sure to give your child’s name along with the name of their teacher when requesting a dismissal change. If you have a weekly routine that is not consistent every day (ex. Monday and Friday parent pick-up + all other days riding the bus), please share that with your child’s teacher. We are not able to accommodate advanced-notice dismissal changes. Please email the morning you would like to change your child’s regular dismissal plan.

-For early pick-ups (not at end of day dismissal), please send a note to your teacher at the beginning of the day. We ask that you do this because the teacher is always aware of where their students are and this will create a smoother retrieval process. Please arrive at the Front Office entrance in a timely manner to sign your child out. Upon your arrival, we will call your child to the Front Desk.

-For absences, please email [absent@circleofseasons.org](mailto:absent@circleofseasons.org) the morning that your child will be absent. Please be sure to include your child’s name, teacher’s name and reason for absence in your email. If you fail to send the email, you will receive a reminder email from the Front Office. You have three days to notify the school of the absence, however, if you do not give a response within the three days, the absence becomes “unexcused.” Three or more unexcused absences will begin the Attendance Action Plan.