

## Early Dismissal Procedures

### Atlantic View Elementary

I want to take this opportunity to provide information about how this procedure unfolds at elementary schools and work together to improve the procedure for our school community.

As identified in the HRCE *Guidelines for School and/or Bus Cancellation Due to Inclement Weather*.

*'The principal will ensure that a parent/guardian/ designate for each student in Grades Primary to 6 **is contacted directly before the student is released from school to confirm parent/ guardian direction.** Teachers should record whether the student leaves on the bus or who they are released to at dismissal.'*

Although parents/guardians are required to provide this information on the registration forms, all elementary schools are required to confirm that these arrangements are in place for the particular day of early dismissal. The rationale for this is the age of the students, circumstances may have changed from when this information was provided earlier in the year and these particular arrangements may not be available to the family on a particular day (individuals may be away for appointments, etc.). Staff cannot take this information from students.

As we receive this information from parents/guardians a form is completed in the office for each class ensuring that dismissal procedures for all students are accounted for. This form is then used by classroom teachers to confirm the dismissal of each student. It is important to be aware that for many students they may simply follow their normal dismissal routine so it may not be on your radar that the school needs confirmation for dismissal.

#### **Ways parents and guardians can support early dismissal procedures:**

1. Make sure you are signed up to receive HRCE notifications through email or text. This is available through the HRCE website ([www.hrce.ca](http://www.hrce.ca))
2. Please keep the school informed when phone numbers, emergency contact information and early dismissal procedures change throughout the year.
3. In the case of an early closure being announced prior to the start of the school day, send a note (dated) with your child to confirm the arrangements in place for that day (this would reduce the calls needing to be made).
4. When an early dismissal is announced during the school day (this will be communicated through media, school website and HRCE Alerts) please contact the school to confirm the arrangements for your child(ren) by:
  - a. Phoning the main school line 902-464-5245 and select option '0'
  - b. Email the school's email at [atvs@hrce.ca](mailto:atvs@hrce.ca)

*\*\*\*It is important that this time sensitive information is received in the office and it is not left on the classroom teachers' voicemail or email (teacher may be absent or not able to retrieve and relay the information to the office while they are teaching).*

#### **Dismissal of walking students and those students being picked up at the school:**

- If you wish to pick up your child prior to the dismissal time; please come to the office and sign them out.
- At the designated dismissal time, classroom teachers will walk students (those being picked up or walking home) to the doors at Atlantic View Drive and confirm with those designated to pick up students.

**If the school is unable to confirm arrangements with parent/guardian by the dismissal time, the student will remain at the school until the parent/guardian is contacted to come and pick up the student at the school.**

#### **Important:**

- This all assumes that we have access to our phones and internet – which may not be the case in the event of a power outage. In this case, staff would be contacting all families from the active phones in the building.
- This procedure is followed for all early dismissal no matter the cause.
- The dismissal times are determined by HRCE and not the school site – my understanding is that these may vary according to the cause and the time that the early dismissal is announced.