The Campus Laboratory School of Carlow University

**Dismissal Procedures**

Trinity (Reggio and Montessori)

* Trinity dismissal is from 2:45-3:00
	+ Enter through the **Terrace Street entrance** and pull up to the front of Trinity Hall.
	+ A teacher will bring your child to you and you will put your child in the car.
	+ Once pick up is complete, please proceed around the *traffic circle* and out the Terrace Street exit.
	+ If you arrive after 3:00, please enter through the **Fifth Avenue entrance** and pick your child up in front of Tiernan Hall.
* If you have children at both Trinity and Tiernan Halls you can do one of two things:
	+ Park, 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 3:00 to meet their siblings.

**CAR pickup** for K--8 students, Trinity students with siblings or Trinity students who have **not** been picked up by 3:00 p.m. :

* 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 - CLS Main Building)*  for **CAR pickup** at **3:10.**
* 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 3:30 will go to Extended Day (1 day fee applies).

NOTES:

1. NO CARS WILL BE PERMITTED TO ENTER THE CIRCLE from Lot B.
2. Vehicles that are parked in illegal spaces will be ticketed.
3. ***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.
4. It is critical that you attend to the timing of your arrival in order for CS staff to facilitate smooth departures.