



New Dismissal Procedure for Late Pickups



- In an effort to improve our dismissal process **The Bellaire School** is changing the late pickup protocol.
- Effective September 8, 2016 any student who is being picked up late from the school will be dismissed from the Auditorium.
- An authorized person (a person who is listed on the Emergency Blue Card) can pick up the late student if the following actions are completed:



1. **Sign in at the Security Desk (if the authorized person does not have ID he/she will not be allowed inside the school building) by the piano in the auditorium.**
2. **A staff member will ask the child to walk towards the parent/guardian for pick up.**
3. **At 2:30PM all remaining students who have not been picked up will be taken to the office so that the school can start calling parents/guardians.**

NOTE: This is will take time so if you have other meetings or activities to attend then please arrive at dismissal time which is **2:10PM**.

