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Dismissal Policy and After-School Activities Procedures

Hermosa Montessori Charter School (HMCS) has established the following dismissal and after-school procedures to ensure student safety, maintain campus security, and promote an organized dismissal process. These procedures apply to all staff, substitutes, parents, and students participating in after-school activities or being dismissed at the end of the school day.

1. **Approved Pickup List Protocol**
 - a. **Staff Responsibility:** Each HMCS staff member or substitute involved in dismissal must have access to a physical or electronic copy of each student’s approved pickup list, ensuring only authorized individuals collect students.
 - b. **Verification:** Prior to releasing a student, staff must confirm the identity of the individual picking up the student against the approved list. Any discrepancies require confirmation from both school administration and primary guardian(s) before releasing the student.
 - c. Any adult picking up a child who is not recognized by HMCS staff or substitute must provide valid identification prior to leaving with the student.
 - d. Students must remain on campus if a non-approved adult is attempting to pick up a student. The non-approved adult may not leave with the child for any reason.
2. **Communication Protocol for Student Requests**
 - a. **Grades K-6:** Students in grades K-6 are not permitted to directly contact their parents by phone for *any* requests (e.g., arranging playdates or retrieving forgotten items). Students must obtain teacher permission to go to the front office and request assistance in contacting their parents for forgotten items.
 - b. Playdates must be arranged by parents prior to the day of the activity, so students may not contact their parents for changes in pick-up.
 - c. **Staff Supervision:** An adult staff member will handle all parent communications on behalf of students, ensuring safe and consistent communication practices.
 - d. Staff in contact with parents must verify the information provided by the student prior to contacting the parent.
 - e. **Grades 7-8:** Students in grades 7-8 are permitted to call parents directly using the designated middle school line to request staying for academic tutorials but may not arrange alternative pickup personnel.
3. **After-School Community Activity Attendance**



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- a. Enrollment Requirement: Students are not permitted to spectate or remain on campus during after-school community programs unless they are formally enrolled in the program.
 - b. No Spectators: Any student, regardless of whether they are carpooling with a participant or are a sibling of an attendee, must be officially enrolled in aftercare if they need to remain on campus during program time.
 - c. Middle School Waiting Area: Middle school students (grades 7-8) waiting for pickup must remain within designated middle school property boundaries, including the sidewalk, porch, or basketball court. Students are not permitted to wait in the parking lot.
4. Early Arrivals for Pickup
- a. Parental Waiting Area: Parents arriving early to pick up their child(ren) must park and wait outside the designated gates. Entry onto the closed campus for spectating or early pickups is not permitted. Parents may request approval for early pick-up from the program supervisor prior to the day of the activity. The supervisor will notify the front office of this event.
5. Enforcement and Compliance
- a. Staff Oversight: HMCS staff will enforce these policies to maintain an orderly and safe campus environment as well as to comply with liability insurance requirements. Noncompliance by students, staff, or parents may result in disciplinary action or revocation of after-school privileges.
 - b. Parental Notification: Parents are encouraged to familiarize themselves with this policy, as adherence ensures a secure and smooth dismissal process and reduces disruptions to after-school activities.

For the Governing Board

Date