



# Casa Esperanza Montessori

a dual-language charter school and preschool community

## School Policy

**Policy Number:** 2.2.1

**Section:** School Environment

**Title:** Early Release Policy

**Rationale:** The end of the school day is a busy time in the classroom and in the front office. Carpool must be operated in a manner that ensures safety of families and children. Parents or guardians who attempt to pick children up directly from the school building in the last 45 minutes before carpool disrupt end of the day activities and the efficient and safe operation of carpool.

**Policy:** Students will not be released to parents from the classroom or the front office between 2:15 and 3:20.

**Procedures:**

1. Parents who need to pick their children up from the front office or the classroom before the end of the school day must arrive prior to 2:15.
2. Parents who arrive after 2:15 must enter the carpool line to pick up their child.

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- Include in Parent Information Handbook  
 Include in Employee Handbook

- Include on School Website

Signature:

9/15/2016

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Awamary Khan, Board Chair

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Date Adopted

Revision History	Issue Date	Sections Affected
0.0.0	8/28/14	All
0.0.1	9/15/16	All