

59461 La. Hwy. 433
 Slidell, Louisiana 70460
 (985) 641-3363
 www.lakecastleschool.com

Information may change as directives are mandated by the CDC, Louisiana Department of Health, state, and federal authorities.

Brian J. Butera
 Principal
 Ben J. Butera
 Assistant Principal
 Gwyn N. Ellermann
 Assistant Principal

July, 2020

ARRIVAL, DISMISSAL, BEFORE AND AFTER-SCHOOL CARE PROCEDURES:

ARRIVAL TIME: Between 8:00 and 8:40 A.M. (Lower-Sylve Road; Upper-Thompson Road)

Arrival: Before-school care begins at 6:30 A.M. (see the guidelines below). Students not in before-school care may be dropped off between 8:00 and 8:40 A.M. (Pre-K-3rd graders at the Sylve Road entrance; 4th-8th graders at the Thompson Road entrance). Our policy is that any student arriving after 8:40 A.M. (without a medical excuse from their doctor’s office) is tardy and must receive a tardy slip from the office before they report to class. We have added an additional 10 minutes to our previous arrival time (previous time was 8:30 A.M.) due to the touch-free temperature checks and hand sanitation required before entering the classroom. Students in 3rd grade and up must wear face coverings, and students in Pre-K -2nd grade may wear face coverings (based on the current guidelines in place). The Sylve Road gates will be locked at 8:40 A.M., and any later arrivals are to come in at the Thompson Road entrance. Students who arrive late will have touch-free temperature checks, and hand sanitation will be required before entering the classroom. A teacher’s record is kept of the number of times a student is tardy. Please try to arrive on time to avoid class disruption and postponement. If a student is late due to a medical or dental appointment, please notify the office in advance and provide the medical/dental excuse.

DISMISSAL TIMES:

Sylve Road	Pre-K & K 2:10 P.M.	Thompson Road	4 th – 6 th	2:30 P.M.
(Lower)	1 st – 2 nd 2:20 P.M.	(Upper)	7 th – 8 th	2:50 P.M.
	3 rd 2:30 P.M.			

Dismissal: Students will be dismissed from classrooms with no groups congregating in the dismissal area. Pre-kindergarten and kindergarten students will be dismissed at 2:10 P.M. First and second grade students will be dismissed at 2:20 P.M., and third grade students will be dismissed at 2:30 P.M. Therefore, if you have a child in the lower elementary, Pre-K-3rd grade only, you should not arrive before 2:15 P.M.; if your child is in the upper elementary (4th-8th grade), please do not arrive before 2:30 P.M. (4th-6th dismissal is 2:30 P.M.; 7th and 8th grade dismissal is 2:50 P.M.). Perchance you have children in both upper and lower sections, please time your arrival to coincide with the dismissal of the upper elementary student. Children remaining for after-school care will be dismissed at 3:15 P.M. to the gym (see guidelines below).

FOR ARRIVAL AND DISMISSAL:

- **Place a sign/paper plate in your front windshield listing the last name(s), class, and teacher’s name of each student in your carpool.** Please use a thick black marker for your sign. We would like for you to use this sign for at least a few weeks, until our car line workers are familiar with your car and your riders.
- Pre-K and K parents: Please make sure your child’s complete name tag is visible on the front of his/her uniform. We have several duplicate first names, so last names are important! Often when a student is called, he/she does not respond, even though he/she is looking directly at the person calling his/her name! We need to check the name tags to find those students (again, this needs to be done until our car line workers are familiar with your child).

- Pull through the horseshoe up to the “Pull to Here” sign to help alleviate traffic on Sylve and/or Thompson Roads; it goes much faster when 3 to 4 cars can be handled at the same time.
- Remind your carpool riders to have ALL belongings (book bags, lunch boxes, notebooks, etc.) with them before coming to dismissal. When students have to go back to their classes because they forgot something, the entire line is held up.
- Large carpools or vanpools: Please pull up and out of the way so that the car line can continue to pass. Loading 4 or more students takes a little longer, especially with little ones.
- Parents may not enter the building. Parents must send a note to their child’s homeroom teacher in the morning if he/she will be picked up early. Parents will call the office upon arrival, and the student will be brought to the parent’s vehicle.
- PLEASE EXERCISE EXTREME CAUTION WHEN IN THE CAR LINE.
- Rainy day schedules usually run 10 MINUTES AHEAD of the usual dismissal schedule. Should any emergency arise (hurricanes, extremely bad weather, etc.) please tune in to television station WWL channel 4, to our school website, and/or to our Parents’ Facebook page for any information.

BEFORE AND AFTER-SCHOOL CARE: Before (6:30-7:45 A.M.) and after (3:00-6:00 P.M.) school care shall use the Sylve Road entrance. Students will be separated by class in the gym, and social distancing will be maintained. Students in 3rd grade and up must wear face coverings, and students in Pre-K -2nd grade may wear face coverings. The cost is \$4.00 per hour/per student.

If your child is in Grade 3 or below, the form below or a facsimile must be completed in duplicate. Return one copy to school, and please see to it that your child wears the other on his/her person through Friday, September 4th. In order for your child to be directed to the proper room in the morning, it is of paramount importance that you adhere to the aforementioned. Thank you.

<p>NAME _____ (Please Print)</p> <p>GRADE _____ TELEPHONE #'s Home: _____</p> <p style="text-align: right;">Cell: _____</p> <p>PLACE CHECKS WHERE APPLICABLE OR FILL IN THE BLANKS:</p> <p>1. I go home with my parents, and I am to be dismissed at 2:15 _____ 2:25 _____.</p> <p>2. I go home with an older brother or sister in Grade _____ and am to be dismissed at _____ P.M.</p> <p>3. I am to be dismissed at 3:15 for after-school care _____.</p>

NOTE: The car pool line tends to be long for the first two weeks of school until the children get into a routine. Please be patient—it will improve!

Thank you for your cooperation and assistance!
PLEASE KEEP THIS DOCUMENT IN A SAFE PLACE FOR YOUR FUTURE REFERENCE.