

Greetings, Families!

In an effort to streamline our dismissal process as well as increase safety, we use a program called Silent Dismissal for our end of day dismissal procedure.

Silent Dismissal provides a simple method for dismissal to be recorded and disseminated to the appropriate individuals, without noise or confusion. This program supports our efforts to decrease the stress of our end of the day procedures and promotes our goal of increasing safety for staff and students.

The process is as follows:

All families will be given a family number (one per household address) that you will use to check-in on days you pick up your children immediately after school. Family numbers have been assigned for new students and *remain the same year to year* if you are a returning Nova family.

This family number is on the attached sheet with a dashboard card. When you check-in, your location will be displayed on a screen in the classroom. Upon seeing this, your children will go to the location where you are stationed to pick them up:

- “Linus” side - Victoria Way, Linus statue in front of school
- “Knight” Side - Mercer Street, back of school, Nova shield on side of the building
- Bus
- Child Care (Scholar Zone)

All students are required to be picked up by 4:00pm. Any students not picked up by 4:00pm will go to Scholar Zone, our after school childcare program, and will be charged accordingly.

Any same day transportation changes MUST be submitted to the Receptionist as well as the Lower School Office Manager NO LATER THAN 2:00pm. Please submit changes via e-mail to transportation@novaclassical.org and please also copy your child’s classroom teacher.

Kindergarten parents coming to pick up their children are asked to go to the Kindergarten door This is the entrance of the building closest to the Kindergarten classrooms (Door #11) to pick up your child. There will be an educational assistant there to check you in with your family number, allowing you to pick up your Kindergarten child along with any older siblings from that hallway. If your Kindergarten scholar has an older sibling, they will be permitted to walk together to their carpool (parents will not be required to go to the Kindergarten door if an older sibling is picking up the Kindergarten student).

Parents are welcome to walk to one of the entrances to pick up their child(ren). You will be required to check-in using your family number with one of our educational assistants at the Linus or Knight doors beginning at 3:35pm. At 3:40 (LS) or 3:45 (US), students with parents at either door will be dismissed to meet you there.

(more on back ---->)

Parents staying in the car to pick up their children from the carpool line will be asked to begin lining up on the Knight or Linus side based on last name, with *A-M on the Knight side and N-Z on the Linus side.*

Beginning at 3:35pm, educational assistants will come to your car and ask for your family number. *Nova staff do not walk to the end of the carpool line, so we appreciate your patience.* They will take your number when you arrive in the carpool lane, and will also direct parents to *move up* into open spaces. **Parents may not double-park or leave their vehicle unattended.** This greatly disrupts the flow of the carpool lane.

Your family number is attached and you will give this number to the educational assistant stationed at the carpool lane or Kindergarten door. This sheet also includes information about the Silent Dismissal app. This app can be downloaded for iPhone and Android users, and allows parents to establish alternate pick up or transportation methods remotely from their smartphone. Nova's school code, school domain, and your students' reference numbers can be found at the bottom of your Silent Dismissal dashboard cards. For more information or help downloading and using the app, go to the [Silent Dismissal Parent Page](#).

We appreciate your flexibility and patience as we begin another year of using this program to ensure the safety and wellbeing of all of our scholars.

Sincerely,

A handwritten signature in black ink that reads "BTousignant". The signature is written in a cursive, flowing style.

Brooke Tousignant
Lower School Principal
btousignant@novaclassical.org