



## **Colorado International Language Academy**

### **Arrival/Dismissal Policy**

#### **Arrival/Dismissal**

All CILA students may enter the student center at 7:30 am. Students in the breakfast program will be allowed to enter the cafeteria at this time, while other students will be required to stay in the student center hallway/music room. Supervision will be provided in these areas. At 7:45 am, all students who are not eating will line up for pick-up by their teacher. The morning assembly will start at 7:55 am each day.

The parking lot will be supervised daily from 7:30-8:00 am as well as from 3:10-3:30 pm. Dismissal is at 3:15 pm. All parents must pick up their students outside the student center on the field (west parking lot) or in the car lane. Parents have the option of getting out of their car and escorting their child back to their car, or they may opt to use the carpool lane. Parents are discouraged from checking their students out prior to the 3:15 pm dismissal time. In the case of inclement weather, students will be released from the student center or the main building.

Parents may not enter the field. Staff will direct students to their guardians. Please refrain from talking to your student's teacher during dismissal to ensure teachers can adequately supervise their students during dismissal. For urgent matters, please arrange a meeting with the teacher.

#### **Release of Students**

Students will only be released to a parent/guardian or authorized pick-up person. CILA must have written authorization from the parent or guardian to release a child to an individual not listed on the Registration Form. Exceptions will be made for emergencies and phone authorization by the parent may be accepted after speaking with the office. Please remember to update your student's contact information with any new changes.

## **Late Pick Up**

Parents should have a back-up plan in case they are unable to pick up their child on time.

If a parent or an authorized person does not arrive to pick up a child by 3:30pm, the staff will attempt to contact the parent. If the staff member is unable to speak with the parent by phone, they will contact the authorized person listed on the registration form. Children will never be left unattended at the school or taken home by a staff member.

If CILA staff is unable to reach a parent/guardian or other authorized person within a reasonable time frame, staff will contact CSPD and CPS.