



# CLEVELAND ARTS & SOCIAL SCIENCES ACADEMY

Dear Cleveland Arts & Social Sciences Academy Families:

School safety is always the most important element to ensuring your scholar is successful at school. The last minutes of the day focus on effectively and efficiently ensuring your scholar is accounted for. We wanted to provide some helpful reminders to ensure our dismissal procedures are met.

## **School Dismissal Procedure Reminders:**

Early Pickup Times: 8:30 a.m. – 3:00 p.m.

**(Scholars not permitted to be released for early pickup after 3:00 p.m.)**

Office closes from 3:00 p.m. – 3:30 p.m.

School Dismissal begins at 3:30 p.m.

**Parents are not permitted to enter the school building during dismissal times**  
**(UNLESS EMERGENCY)**

## **Car Pickup Dismissal Reminders**

If you choose to pick up your scholar from the car, we are requesting that you patiently remain in your car. A CASSA staff member will ask for your scholar's name. The staff member will call for your scholar to be released from the building out to your car. Please be very mindful of the traffic and space on our campus as dismissal is a very busy time of the day for the school and your scholar.

## **Walkers / RTA Dismissal Reminders**

Walkers and RTA scholars will be released at 3:30pm. A staff member will walk to the corner to ensure the safe release of your scholar.