

L’École d’Immersion Française  
Dora Kennedy  
French Immersion School

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Parfait Awono Shirley Auguste Sandrine Boukabara

Directeur/ Principal Directrice Adjointe/Vice Principal Coordinatrice/Instructional coordinator

**1st Stage of Dismissal Procedures**

**Starting Monday, November 28th, 2016** the following “Dismissal Procedure” will be implemented:

* Dismissal will begin at 3:55pm and end at 4:15pm
* Starting November 28th to December 9th Parents will be provided a name plate with their students name and grade level
  + Parents with multiple students will have one name plate with all of their students names and grades
  + Verify all information is correct
  + If information has not been submitted about who will pick up and when, please fill out the Dismissal form and turn in to Mr. Held or Mme. Auguste

**2nd Stage of Dismissal Procedures**

* Starting December 12th :
  + Parents will enter from Rt. 193, remain in their car, cars will stop in at the last light pole in the parking lot
    - Parents with multiple students or would like to pick up their students will have to park their car
    - If a student has not arrived, the parent may be asked to park till all of their students have arrived
  + Dismissal will begin at 3:55pm by Teacher/Volunteer 1 and 2 calling on a radio for the names of the students in the hallway. Students will be released by Teacher/Volunteer 3 and 4
  + Parents/Guardians without a name plate will have to provide student name and grade level