

Talmud Torah Day School Dismissal Procedures

Dear Parents,

Welcome back to school! We are committed to the safety of our school community and to maintaining a good relationship with our neighbors. We would like to dismiss our students at the end of each school day safely and efficiently. Please help us by following these procedures.

Please note the following dismissal times:

Lower School: 3:15
Upper School: 4:15
Friday, all programs: 3:00

The following procedures apply to all dismissal times.

1. If you are entering the school to pick up your child, please park on Pinehurst Avenue and come into the building. The students will be waiting in the music room hallway. Once you pick up your child, he or she must be with you at all times and may not be unsupervised, even with your permission, either inside or outside the building. *If you choose to spend some time with your children on the playground, please wait until 3:30 when all children have been dismissed.*
2. If you are picking up your child/carpool, we ask that you enter the parking lot heading north on Hamline Avenue. That means that you will turn right into the parking lot. If you are arriving from north of the school and heading south, please turn left onto Pinehurst Avenue and drive around the block. It is very hard on the neighborhood traffic flow when cars block Hamline Avenue while trying to turn into our parking lot.
3. When you enter the parking lot, there will be a staff person with a clipboard and a walkie-talkie. They will ask you the names of the students you are picking up for the day. These are the only students you will be allowed to pick up. The teachers on duty will have your child(ren) sent out to meet you as you arrive near the front door of the building.

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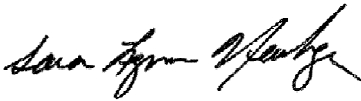
Talmud Torah of St. Paul

Preschool, K–8 Jewish Day School, Afternoon Hebrew School and Midrasha
Marjorie Smith Hofman Educational Building | 768 Hamline Avenue South, St. Paul, MN 55116



4. Preschool students who have siblings in the Day School will be walked to the music hallway prior to 3:15 to wait with their sibling for dismissal. If the older sibling of the preschooler is absent and you prefer to pick them up at the preschool entrance, you must send a note with your preschool child. If there is no note, your child will be in the music hallway waiting to be picked up.
5. Please plan on arriving promptly. If you have not arrived in the dismissal line by 10 minutes after the dismissal time, your child(ren) will be checked in with Ms. Rovainen as part of the Hug (after-school) program. This program meets in room 147. See the after school Hug program for late pick-up fees.
6. Dismissal on Fridays is at 3:00 for the entire student body. Talmud Torah faculty and staff need time to get home and prepare for Shabbat. Parents should plan to arrive in the dismissal line no later than 3:10. Please note that there is no after school care on Fridays. Families who do not pick up their children by 3:10 will be charged a \$5.00 per child fee.

Again, our challenge is to maintain a safe and efficient dismissal process while respecting the neighborhood atmosphere. Thank you for your cooperation.



Sara Lynn Newberger