



25141 N. Avenida Rondel Valencia, CA 91355 (661) 291-4040 FAX:(661)291-4041
Ken Hintz, Principal

Diane Diamond, Assistant Principal

Student Checkout Procedure Evacuation

Parents, please take a moment to read though these procedures.

It is important students be released in a safe and efficient manor so we can accurately keep count of all children. Please follow these steps

- 1. Please be patient.**
- 2. Proceed to your child's grade level and wait in line to check out your child.**
- 3. Sign out your child and make sure your child receives a red mark from our staff. This is their ticket off campus.**
- 4. If you have more than one child follow the same procedure at the next grade level.**
- 5. When you have all your children, proceed to the exit toward Lyons Ave. Signs will be posted to guide you out.**
- 6. Staff will be there to verify that children have a red mark and can proceed off campus.**

Do not head out the front of school. Our structures may not be safe and should not be passed through.