

# Are you picking up your child early?

## Moonee Ponds West Primary School Early Dismissal Process

Parent/Carer Informs Classroom Teacher  
And/Or The General Office  
(via COMPASS, note, verbal, or email)



Collection For Early Dismissal Can Not Be During The Following  
Times:

Recess: 11.00pm - 11.30am

Lunch: 1.30pm - 12.30pm



Student Comes To The General Office And Is  
Electronically Signed Out  
(no classroom pickup)



Student Is Dismissed Into The Care Of The  
Parent Or Designated Adult.



MOONEE PONDS WEST  
PRIMARY SCHOOL