

To make an exemption (**the bus is the defaults for all student**) you must make the change to your **child's dismissal plan by 10:30am** if he or she will NOT take his or her assigned bus home. You can select from a variety of exceptions such as:

- Parent pick up at the end of the day in the gym (specify who will pick up). Reminder an **ADULT needs to pick up your child, unfortunately siblings under 18 are not allowed to pick up.**
- Early dismissals (specify early pick up time and who will pick up. **Early pickups that occur prior to 3:10pm are in the main office). After 3:10pm you will be asked to go to the gym.**
- During the day appointments when your child is going to return to school: You will list your child's pick up time and return dismissal plan.
- After-school activities such as After School Enrichment, Chess Club, Book Club, Girls on the Run, Let Me Run, and scouts (specify activity and who will pick up).
- After School Care: Almost Home, Cadance Academy, and Children's Academy along with B&G Club and Stop N Go Depot.
- **If you are volunteering in the library, classroom, art room, mystery reader, ect or are here for an event (field day, holiday/end of year parties/promotion ect and plan on taking your child or children you will need to enter that into SDM by 10:30am.**

For those students who have the same routine dismissal plan that is not the bus (automatically the bus is default); you can set up "recurring exceptions." **For recurring exceptions that occur more than three times a week, the recurring plan will need to be set up as two separate schedules. This is a SDM system limitation (not something BES created). For recurring exceptions that occur more than three times a week, select a recurring exception for three days and then create a second recurring exception for one or two days. For example, if your child is going to be picked up by an adult daily, you will need to create a recurring exception for Monday-Wednesday for the year and then create a second recurring exception Thursday-Friday for the year.**