

EARLY CHILDHOOD ARRIVAL & DISMISSAL

Morning Preschool: 8:20 A.M. - 11:20 A.M.

Full Day Preschool & PreK: 8:20 A.M. - 3:15 P.M.

Kindergarten: 8:10 A.M. - 3:10 P.M.

Morning Kids Club begins at 7:30 A.M.

Afternoon Kids Club ends at 5:30 P.M.

At the morning carline, parents will unload their child safely on the passenger side sidewalk and wait until the children are in the care of school staff who will walk them into their classrooms. To help facilitate a smooth carline we ask parents to start saying goodbye before the child gets out of the car. Drivers may not leave their vehicles in the circle drive at any time. Due to traffic flow patterns and limited space in carpool lanes we ask parents to arrive no earlier than 10 minutes before class starts.

At dismissal time we ask parents to park in a designated parking spot and enter the building to meet your child at the classroom door no earlier than 5 minutes before dismissal. When walking in the parking lot please use the designated crosswalks for everyone's safety.

Children attending afternoon Kids Club may be picked up between 3:45pm to 5:30pm. Smooth arrival and dismissal procedures will depend on parents following the set schedule for arrival and dismissal times. Please arrive on time but not too early to overlap with other groups. Parents with children who have different arrival and dismissal times should drop off all their children at the earliest arrival time and pick up at the latest. Ideally we want to reduce extra cars in the parking lot due to extended wait times. When parents have an unexpected change of plans they should email their child's teacher and the school office directly.

When parents need to drop off or pick up a child during school hours, they will park in a designated parking area and enter the front doors, checking in at the EC office.

LOWER SCHOOL ARRIVAL & DISMISSAL

Grades 1-4: 8:00 A.M. - 3:00 P.M.

Parents of Lower School students may drop off their child(ren) anytime after 7:30 a.m. Students who arrive before 7:45 a.m. will be escorted to the Lair Family Center by a Kids Club employee. The Lower School main doors will be open and monitored every day from 7:45-8:05 a.m. Parents have the option of parking over on the West Side of campus near the Bluetop Playground and walking their child(ren) into the Lower School building from 7:45-8:05 a.m.

At 8:05 a.m. the exterior main entry doors lock. All parents who wish to walk into the Lower School Building must enter through the main entry doors and check-in first with the Administrative Assistant in the front office. If they wish to visit a classroom or a different space on campus during the school day, they must first obtain a Visitor Badge from Mrs. Tjaden.

Lower School Dismissal is at 3:00 p.m. At 2:55 p.m. the exterior doors of the Lower School will be open and monitored by school personnel. Parents will need to come to the classroom door to collect their child from the teacher. Students who are being picked up at the Blacktop Carline, ride their bike to school, or who walk will be picked up from their classrooms by a member of staff and walked to the Blacktop Pickup area. Older siblings will no longer be responsible for collecting their younger siblings but will meet their younger siblings as they walk to the Blacktop Pickup Area.

At 3:10 p.m., the exterior doors of the Lower School will close and lock. Any child not picked up by 3:10 p.m. will be escorted to Lower School Kids Club.

If a child is staying for tutorials, he/she will be walked by the teacher to the front of the Lower School at 3:40 p.m. for pick up. If not picked up by 3:45 p.m., the student will be escorted to Kids Club.

Both the fence to the Bluetop Playground and the black fence between the Early Childhood and Lower School buildings will remain locked at all times, including after school. Parents will still be able to take their children to the Bluetop Playground after school, however they must enter and exit our campus using either the Lower School or Early Childhood main entrance. Parents may exit the Bluetop Playground by entering the Early Childhood building using the west doors and walking out through the Early Childhood main entrance.

MIDDLE SCHOOL ARRIVAL & DISMISSAL

Grades 5-8: 8:30 A.M. - 3:15 P.M.

The road from the Middle School parking lot by the football stadium that goes to the Lower School and Early Childhood is CLOSED between 7:30 and 8:15 a.m. and between 3:00 and 3:30 p.m. Please pull all the way forward when picking up your child. If you need to wait for more than a few minutes, please find a parking spot. Please, no cell phone use while driving on campus. Drop off and pick up for our 5th grade students is on the west side of campus at the blacktop, while 6th, 7th and 8th Graders can be dropped off at the main Middle School entrance.

The regular school day is from 8:30 a.m. to 3:15 p.m. Zero Hour offerings begin at 8:00 a.m., and teachers are in their rooms beginning at that time as well. Supervision is provided in the Lair Family Center for any students who need to be dropped off between 7:30-8:00 a.m. All other doors will remain locked until 8:00 a.m. Students should depart no later than fifteen minutes after school ends unless they are attending a supervised activity. Any student not picked up by 4:00 p.m. will be directed to Kids' House to wait for their ride. Students who remain on campus beyond those limits must attend a tutorial,

supervised practice or activity, or be in Kids House, our after-school program. Parents will be charged for students in Kids' House. Students remaining on campus for athletic practices or tutorials should make arrangements to be picked up as soon as they are finished. Supervision of students after school is not provided by the faculty who are engaged in other responsibilities at that time.

UPPER SCHOOL ARRIVAL & DISMISSAL

Grades 9-12: 8:50 A.M. - 3:20 P.M.

Students will be able to enter the Upper school through either the main or west entrances between 7:30 a.m. and 8:00 a.m. by using the intercom system. The doors to both these entrances will be unlocked from 8:00 a.m. to 8:50 a.m. These entrances will be monitored by a staff member while the doors are unlocked. All doors to the Upper school will remain locked the rest of the day. We ask that any parent or visitor entering the building does so through the main entrance and checks in with Mrs. Forrest in the office. The Upper school office closes at 4:30 p.m.