

2023/2024 STUDENT DROP-OFF and DISMISSAL PROTOCOLS

STUDENT DROP-OFF and CLASS HOURS:

☑ STAGGERED DROP-OFF TIMES:

- **7:30 a.m. to 7:45 a.m. Middle School Student drop-off time**
(Class Hours: 7:50 a.m. to 3:00 p.m.)
- **7:45 a.m. to 8:10 a.m. K thru 5th Grade Student drop off time**
(Class Hours: Kindergarten 8:15 a.m. to 3:00 p.m.; 1st-5th Grades 8:15 a.m. to 3:15 p.m.)
- **8:15 to 8:30 a.m. Toddlers thru VPK Student drop off time**
(Class Hours: 8:30 a.m. to 2:30 p.m.)



Siblings in other grades must arrive at the earliest drop-off time slot and walk directly to their classroom.

☑ DROP-OFF PROCEDURES:

- All cars must drive directly to the main entrance covered driveway (porte-cochere) for student drop-off during the times listed above.
- Students must have their book bags/IDs, lunchboxes, and/or other personal items with them prior to getting to the porte-cochere so they can exit the vehicle quickly.
- Person(s) bringing child to school must remain INSIDE their car at all times and only get out of their car to unbuckle child from car seat (if applicable).
- Upon entering, students will be scanned for arrival before proceeding to their classroom.

STUDENT DISMISSAL:

☑ STUDENT IDENTIFICATION:

- Students will be ready at their dismissal time and they will be called on the intercom/walkie-talkie as Parent enters the driveway. Students will be guided to their cars by Staff (as needed according to age).
- Parents/Person(s) picking up child must remain inside their vehicles during pick-up and must be an authorized person, otherwise students will not be released for dismissal and parents will be called.
- Students in carseats/boosters are required to be properly fastened in before exiting the school parking lot for student safety.
- Cars may need to loop around driveway until child is visible.

****If you require attendance by an administrator or you have a previously scheduled meeting with a staff member, please park your car in a visitor parking space and proceed to enter the Main Building via the crosswalks only. You will be greeted upon entry by a staff/administration member for assistance.***

☑ STAGGERED DISMISSAL TIMES: (dismissal thru Main Entrance)

- **2:30 p.m. Toddlers, Jr. Pre-K, VPK**
- **3:00 p.m. 6th, 7th and 8th Grade**
- **3:15 p.m. Kinder, 1st, 2nd, 3rd, 4th and 5th Grade**
- **3:30 to 5:30 p.m..... Students in sports/clubs and regular after-care.**