



2023-2024 **STUDENT DROP-OFF and DISMISSAL POLICIES**

CAMPUS HOURS: 7:30 a.m. - 5:30 p.m.

PROTOCOLS

- All students are to be dropped off and picked up through the drive-thru area under the porte-cocheres, only.
- It is the parent's responsibility to ensure each child arrives with enough time to get through the drive-thru and ID Scanning and be inside the classroom by their scheduled class start time.
- Children must sit on the right side of vehicle for easy entry/exit. For safety, parents cannot get out of their vehicle at any time.

MORNING DROP-OFF

- Our Administration team will greet students in the mornings and assist them as needed, getting out of their vehicles. Parents are not permitted to exit their vehicles in the Drop-Off area. If you would like to speak with a member of administration/office staff, parents must park in a Visitor parking space only.
- Once students enter the reception area, their ID is scanned and they proceed to class.

AFTERNOON DISMISSAL

- Students will be dismissed at staggered times according to their schedules (by division).
- Upon dismissal, students will be walked to their assigned after-school areas according to grade.
- After-school, students remain in their assigned outdoor area with their after-school counselor until their name is called to go home or they are picked up by a coach/extra curricular teacher for sports and/or clubs activities.
- Once student is called to go home, they will be directed to the Main Office to wait for parent pick-up under the porte-cochere with an administrator.
- Students must enter their vehicle quickly and once their ID is scanned, they will not be allowed reentry for the day to retrieve any missing/forgotten items.
- Administrators remain outside under the porte-cochere from 3:00-4:00 p.m. After 4:00 p.m., an after school counselor will monitor the drive thru area and call students as parents arrive. When Parents arrive at the porte-cochere, their child is called by the front desk staff member who scans the child's ID and makes sure that all safety protocols are followed.
- Our school closes at 5:30 p.m. sharp and the Main Entrance door is locked. Students remaining after this hour must pay the person in charge a late pick-up fee of \$4.00 for each 15 minute fraction after 5:30 p.m. This amount is payable in cash, at time of pick-up, directly to the staff member responsible for child.