

Arrival

The school is open at 7:15 a.m. Monitors will be on duty to supervise the students from 7:15 a.m. until 7:45 a.m. Students arriving at or after 7:45 a.m. will proceed to the office for a tardy slip. Before School Care is offered for students beginning at 6:45 a.m. The School Day begins at 7:45a.m. Students in grades PK through 5th are self-contained most of the day. Students in grades 6th through 8th are departmentalized most of the day.

Dismissal Schedule (PK-8th Grade)

PK3 and PK4 2:50 PM Under the Awning

Kindergarten and First Grade 2:55 PM Under the Awning

Second and 3rd Grade 3:00 PM Under the Awning

4th and 5th Grade 3:05 PM Under the Awning

6th, 7th and 8th Grade 3:30 PM Under the Awning

Students not picked up by 10 minutes after their posted dismissal time will be taken to the After School Program facility and charged a fee. Please see charges for After School Care (Extended Day Care).

Please:

- Keep your speed low. This allows you to be aware of students and react to any sudden change in traffic.
- Be prepared when either dropping-off or picking-up your child.
 - Be patient and courteous.
 - No cell phone usage please

Procedures for Dropping-Off and Picking-Up Students

Please note, during drop off and pick up times, the drive through becomes a one-way drive from Kate Schenck through Nash Blvd.

Early Morning Drop-Off Procedures (PK-8th Grade)

Before School Care is available beginning at 6:45 a.m. Students must be walked to the side entrance of the Music Room. A teacher will be on duty to greet families and sign students in. Cars should enter from Kate Schenck through the front entrance of the Activity Center.

Beginning at 7:15 a.m. students in grades PK-8 may be dropped off in the front of the elementary building under the awning. For the first week of school only and for the security and safety of our children, parents will be allowed to walk their children to the door of their classroom to facilitate a smooth transition to school. This is NOT time to have a teacher conference.

Parents are asked to proceed across the campus slowly and to exit onto Nash Blvd. Please be extremely careful during drop-off and pick-up times, as students are crossing and could be severely hurt by someone driving too fast or not paying attention. Please report any unsafe driving to the school office with the description of the vehicle. We will contact anyone not following pick-up and drop-off procedures to make sure unsafe conditions do not lead to a child being injured. Also, please do not use your cell phone while driving on our campus. All city ordinances to this nature shall be followed while driving on campus.

Drop off & Pick Up Procedure

Morning dropoff

1. Parents may enter campus from either
 - Kate Schenck Ave or
 - Fairlawn
2. Follow the designated one-way traffic pattern through the parking lot toward Nash Blvd.
3. Pull forward to the awning
4. Students should be ready to exit quickly from the passenger side of the vehicle.
5. Remain in your vehicle at all times unless directed otherwise by staff.
6. After your child exits the vehicle, continue following the traffic lane .
7. ALL VEHICLES WILL EXIT ONTO NASH BLVD

Afternoon Pick-Up

1. Parents may enter campus from either
 - Kate Schenck Ave or
 - Fairlawn
2. Follow the designated one-way traffic pattern through the parking lot toward Nash Blvd.
3. Join the pick-up line & remain in your vehicle.
4. Have your family pick-up tag visible.
5. Students will be escorted to vehicles by school staff.
6. Once your child is safely loaded, continue forward through the traffic pattern.
7. ALL VEHICLES WILL EXIT ONTO NASH BLVD.

Safety Reminders

- Traffic flow is one-way during arrival and dismissal.
- Do not enter through Nash Blvd. Nash Blvd is designated as the exit only.
- Please do not pass vehicles in the drop-off or pick-up line
- Observe staff directions
- Remain attentive to pedestrians and students at all times
- Cell phone use should be avoided while driving through campus.

