

LOWER ACADEMY

Grades Pre-K – 4

ARRIVAL PROCEDURES

Students in grades K-4 are to line up on the P.E. court. Parents can drop off on Galiano Ave. All Pre-K students are to be taken directly to the classroom.

DISMISSAL PROCEDURES

Pre-K, KG, and 1st Grade Students will continue to be dismissed from their classrooms by their Homeroom Teacher. Parents will enter the gate by the main office.

2nd Grade Students DISMISSAL...Pick-up area Minorca Avenue WEST GATE by ROOM 103.

- a. **Pick-up area Minorca Avenue WEST GATE by ROOM 103.** Students will line up inside of the gate area behind the cone with their teacher's name. Parents must place sign with student's name on the right side of windshield every day.
- b. **Parents on foot will also be able to pick-up their students on Minorca Ave. from behind the gate/cones, via the "Walk-Up Parents" station** set up, and a school staff member will call the name of the student to walk-up to their parent. Parents must have sign with student's name in their hand.

Rainy days – students will line up inside of the hallway area by the West Gate.

3rd/4th Grade Students DISMISSAL...Gazebo Area on Minorca Avenue

- a. **Pick-up area GAZEBO on Minorca Avenue.** Students will line up **inside** of the Gazebo area behind the cone with their teacher's name. The teacher will remain with their students by the cone and assist the school staff member who will be calling the students to walk up to each parent's car. Parents must place sign with student's name on the right side of windshield every day.
- b. **Parents on foot will also be able to pick-up their students on Minorca Ave.** from area labeled "Walk-Up Parents". A school staff member will call the name of the student to walk-up to their parent. Parents must have sign with student's name in their hand.

Rainy days – students will line up inside of the hallway area around the courtyard.

All Homeroom Teachers will remain with their students until 3:20 pm. The Homeroom Teacher will walk any students that have not been picked up on time to call their parents from the main office.

UPPER ACADEMY

Grades 5-8

ARRIVAL PROCEDURES

All students are to report to the cafeteria before 8:20 am. Teachers will be picking-up at 8:25 am.

DISMISSAL PROCEDURES

All 5th grade students will be supervised by their teachers and dismissed by the main door located directly by the flagpole.

All 6th - 8th grade will be dismissed by the middle doors of the school.