

DROP OFF AND PICK UP PROCEDURES AND PARKING

School begins at 8:15 am

Morning Arrival - The school opens at 7:30 a.m. Students may not be dropped off prior to this time.

7:30 – 8:00 Preschool, pre-kindergarten and kindergarten students must be escorted to their classroom by a parent.

Parents of elementary and middle school students must wait to see that their student has safely entered the school.

8:00 – 8:15 A staff member is on duty to help all students out of the car and into the school building.

8:15 Students arriving after 8:15 must be report to the office. It is imperative that the office personnel be aware of a tardy student.

Afternoon Dismissal – Students riding buses will be dismissed at 2:55 p.m. Students staying for the after school program will be dismissed at 3:05 p.m. Students being picked up by car will be dismissed at 3:10 p.m. Teachers are on duty from 3:10 to 3:30 p.m. to deliver students to buses and cars. Students will wait inside the building until dismissed by the teacher on duty. At 3:30 p.m. students remaining will be signed in for the after school program, where they will remain until a parent signs them out. Students not picked up by 3:30 p.m. will be charged a \$15.00/day fee for after school care.

Parking – The school's parking lot is the lot on the right side of Cranberry Alley just past the school's main entrance. You may pull into one of the spots in the lot or parallel park behind the parked vehicles. If you are blocking another vehicle and plan to stay at the school or accompany a class on a trip for an extended period of time, you will be asked to leave your keys in the office so that office personnel can move your vehicle if needed. Please be considerate others when dropping off or picking up your child by making the drop off or pick as quickly as possible.

PARKING RULES:

Refrain from parallel parking along the parking lot across the alley from the school (Bar Association parking) or anywhere in the alley.

Please do not park in the Bar Association's parking lot which is the open lot across from the school entrance. These are paid parking spots and not open to the public.

Please do not block an open spot when parallel parking in our lot.

NOTE: the handicap spot only applies on Sundays.