



## Arrival & Departure Procedures

**\*\*Please note there are two separate procedures for Arrival and Departure\*\***

### **ARRIVAL**

#### **Arrival Window:**

**\*\* Please do not drop your child off on campus before 7:30 am. There will not be staff available to supervise your child at this time.**

**Early entry through door gate for children eating breakfast: 7:30am**

**Gate Opens for all children: 7:45am**

**Gate Closes: 8:00am**

#### **Arrival Notes:**

- Breakfast cut-off time is 7:45 for the last meal to be handed out. If your child arrives too late, they will not receive breakfast, but their teacher can make sure they receive a morning snack.
- Students are to be dropped off in the designated drop-off areas ONLY and not in the middle of the parking lot/street. Car riders follow the carline and can exit the vehicle once stopped and within the drop off zone. If your child is not ready to quickly exit your vehicle, please proceed to the parking lot and park to allow for adequate time to prepare to exit the vehicle. You may then walk them down to the front gate.

#### **Arrival Procedures:**

Families have 2 options for drop off in the mornings, as shown on the map bellow

- A. Park and walk up to the gate.**
- B. Carline Drop Off**



## **DEPARTURE**

### **Children's House ONLY (Parking Required)**

#### **Departure is at 3:30 M-Th (1:30 on Fridays)**

- You will pick up your child in their classroom after signing in with the School Pass app at the front gate at 3:30pm & no later than 3:45pm.

### **Children's House + Sibling in Elementary (Parking required)**

*\*See note below for Elementary Children being picked up from their classrooms*

#### **Departure is at 3:45 M-Th (1:45 on Fridays)**

- Children's House children may be picked up from their classroom between 3:30 and 3:45 after signing in at the front gate with SchoolPass. You will then be able to pick up your elementary children from their classroom starting at 3:45pm and no later than 4:00pm.

### **Elementary ONLY (Park or Carline)**

*\*\*School Pass requires that a decision be made in the app about how you plan to pick up. The default is for the carline. If you want to park and pick up, you need to change it to "Parent Pick Up" in the app. Changes cannot be made after 3pm. We encourage you to try to stick with a routine as is possible.\*\**

#### **Departure is at 3:45 M-Th (1:45 on Fridays)**

- You will be able to pick up your child(ren) by parking, signing in at the front gate, and walking to pick them up from their classroom **or** by waiting in the carline starting at 3:45pm and no later than 4:00pm.