

Arrival Procedures

STUDENT ARRIVAL TIME BEGINS AT 8:35 AM

By Car:

Cars enter the Concord Road Campus and stay to the left. Drop-off will take place in the clock entrance parking lot starting at 8:35 AM. ***Prior to 8:35 AM, students must remain in their vehicles as supervision is not available.*** Vehicles should line up along the curb in a single line. The first car must pull all the way around to where the curb first starts at the gate and all other vehicles must pull forward to the greatest extent possible.

All cars must remain in the queue and wait until the cars in front of them drop-off. Cars may not pull around vehicles that are still in line for any reason.

Parents **must** remain in their cars. If, for any reason, a parent plans to step out of the vehicle to support drop-off, s/he must park in an available parking space and escort the child to the main entrance.

- Students must exit their car from the right, positioning them safely on the side of the curb. Staff members will be present to support an efficient drop-off process. Students will open their car door, exit the vehicle and close the door.

All students will walk along the sidewalk and proceed to the following designated entrances:

- Students in kindergarten and first grade will enter the building through the primary entrance doors and transition to their classrooms.
- Students in second, third and fourth grade will enter the building through the clock entrance doors and transition to their classrooms.

Cars must remain in line and exit the lot in the order they entered.

Starting at 8:50, staff members must leave the drop-off area to join students for instruction in classrooms. Students arriving late will enter through the main entrance. As of 8:50, parents dropping off students in kindergarten and first grade must park in a designated parking space and escort their child to the main entrance.

Please note that the gate to the lot will be closed at 8:50.



Figure 2 Illustration of morning drop off procedures as described above

For student and staff safety, please refrain from using or checking your cell phone during arrival.

By Bus:

Our buses proceed down the entry drive to the main entrance lot. Students proceed directly to their classroom. Staff is stationed throughout the hallways to direct and supervise student arrival.

Late Arrival Procedures:

All students (K-4) who arrive after 8:50 are considered late and must enter through the Main Building and sign in at the Greeter's desk. There is no admittance via the Primary Wing Entrance. Only our Main Entrance is accessible to visitors.

After 8:50, parents dropping off students in K-4 must park in a designated parking space and escort their child to the main entrance. Students will be given a late pass and proceed directly to their classroom/special. Our security guard will have a master list of class specials to ensure that your child will join his or her class efficiently. In all cases, our Health Office is notified of late arrivals and this information will appear on your child's permanent attendance record and report card.

Dismissal Times

Kindergarten and 1st grade:

Monday, Tuesday, Thursday and Fridays dismissal is at **3:04pm**

Primary Walkers will be dismissed by the primary entrance.

Sibling Match will be dismissed by the clock tower entrance.

Wednesday dismissal is at 2:24pm

2nd, 3rd and 4th grade Main Building Walkers:

Monday, Tuesday, Thursday and Friday dismissal is at **3:06pm**

Wednesday dismissal is at 2:26pm

Buses depart between 3:20pm - 3:30pm on Monday, Tuesday