

# Important Arrival Procedures

Arrival times for all students are as follows:

8:15 a.m. for Pre and K

8:00 a.m. for 1<sup>st</sup> – 8<sup>th</sup>

If you arrive before this time, please park in a designated space and wait until the appropriate arrival time. If you wish to utilize early care, even on an occasional basis, please follow the procedures below. Students who are not signed up for early care **MAY NOT** be dropped off before the appropriate arrival time. We cannot be responsible for a student's safety if we are unaware of their presence on campus.

## 1<sup>st</sup> – 8<sup>th</sup> grade students early care procedures

Walk your student into the Upper Elementary classroom and sign them in (or help them sign themselves in). For students who are enrolled in monthly early care, you may drop your student off and allow them to walk in. Students who use daily early care **MUST** be walked in by their parent/guardian/adult **every time** so the early care teacher knows they are on campus.

Early care is available M-F 7:30 – 8:30 a.m. Monthly rate: \$50 Daily rate: \$5

Please complete an extended care enrollment form in the front office. If you need daily care occasionally, you should call the front office to notify us. You will be billed for this service.

## Pre and K students early care procedures

Walk your student into Sally's classroom and sign them in. Early care is available M-F 7:30 – 8:30 a.m. Monthly rate: \$40 Daily rate: \$5 *For half-day K* - Monthly rate: \$50 Daily rate: \$5

Please complete the extended care enrollment form in the front office. If you need daily care occasionally, you should call the front office to notify us. You will be billed for this service.