



Primary Arrival and Pick-Up Procedures 2023-2024

7:25-7:44- Primary students may be dropped off

*Breakfast 7:25-7:40 (location – East Commons)

*Kindergarten drop-off: 7:25am-7:45am Kinder Building

7:45 School begins daily

*Students who arrive in class after 7:45am must be signed in by a parent in the primary office as they are considered tardy.

DISMISSAL:

Mon, Tues, Thurs, Fri		Wednesday		Half Day Dismissal	
3:00-3:30	Carline Dismissal	2:00-2:30	Carline Dismissal	12:00-12:30	Carline Dismissal
3:35→	\$20 Late pickup fee	2:35→	\$20 Late pickup fee	12:30→	\$20 Late pickup fee

*We **do not** have a “late room.” Students who have not been picked up by 3:45pm (or 2:35 on Wednesday) will have to pay \$20 fee per student upon pick-up.

EARLY PICK-UP:

Dismissal Time	Early Pick-Up
3:00 PM	2:30 PM
2:00 PM	1:30 PM
12:00 PM	11:30 PM

*Students who need to leave campus early must be picked up in the Primary Office at least 30 minutes before the dismissal time.

*Parents will be issued carpool numbers for each scholar. Parent must have the carpool number to pick up through carline or the back door. Parents are also encouraged to have the carpool card if picking up a scholar early.