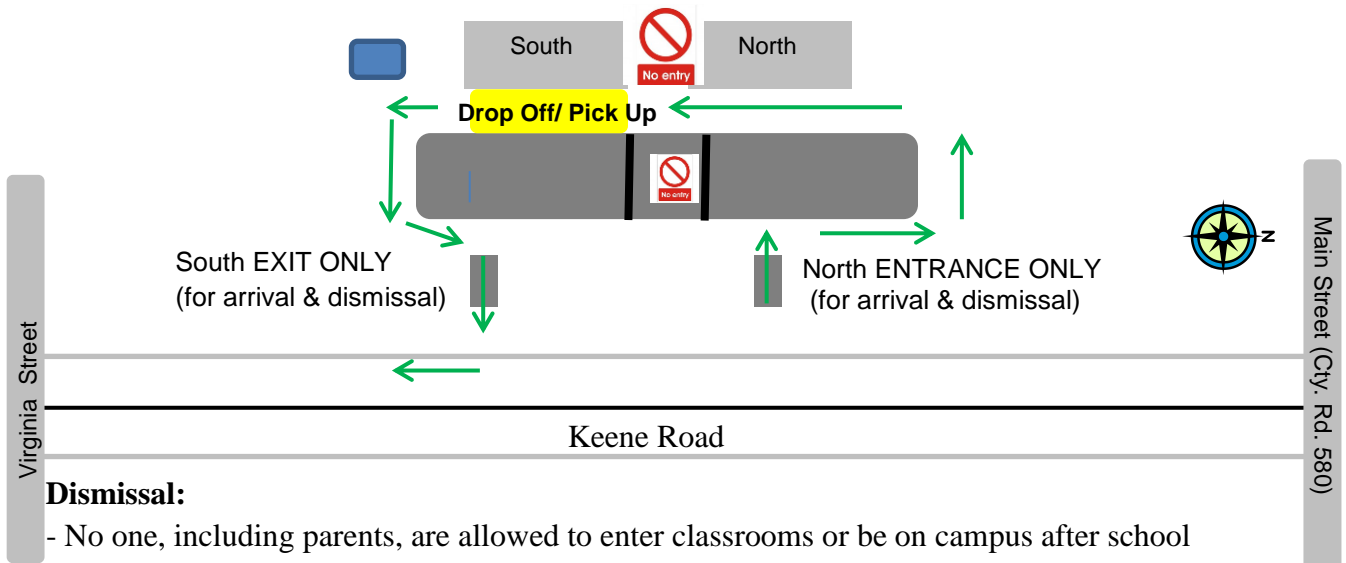


# Car Circle Directions



- Daily arrival time is between 8:10 a.m. and 8:29 a.m. **School starts promptly at 8:30.**
- Students arriving before 8:10 must remain in their family car until welcomed in by the staff at 8:10 or report to the Extended Learning Program and pay for those services.
- When arriving at 8:10 and later, students will be helped from their car by staff or safety patrol. Only school staff may open cars doors. As students move from the car, they will be closely escorted by the car circle staff to the sidewalk. From there, each student will go directly to the school cafeteria – the supervised gathering area until they report to their classroom at 8:30.
- Each student **MUST** wait for a staff to open the car door. Parents/children do **NOT** open doors or exit vehicles in the car circle.
- Car entering the car circle **MUST** enter from the north entrance and follow the path illustrated below:



## Dismissal:

- No one, including parents, are allowed to enter classrooms or be on campus after school unless they have an appointment and sign in through the office.
- Students will be released only to legal guardians or those individuals listed the emergency contact form. We insist families keep that data updated.
- Only students supervised by staff in an after-school activity are to be on school grounds after school hours.
- Students scheduled for the afternoon Extended Learning Program **MUST** report there immediately at dismissal and be counted in roll call.
- If a student is going home with another family, the office **MUST BE NOTIFIED IN WRITING** no later than the morning of the pick-up day. Be sure to include the name of the pick-up person, and date the permission note.