

## VPK ONLY DROP-OFF & PICK-UP PROCEDURES

We want your student's arrival and pick-up to proceed as smoothly and safely as possible. Therefore, we require that you follow the designated car line traffic pattern to avoid congestion. Detailed information regarding car line will be given at Open House.

- Use sidewalks and do not walk across active car lines or allow your children to do so.
- Use extreme caution and abide by the 5mph speed limit when driving or walking through the parking lots.
- Cell phone use during car line is dangerous.
- If you need to go to the office or leave your car for any reason, please park in designated parking areas only.
- Do not leave children unattended.
- Students will only be released to an adult who is 18 years of age and older, on the students approved pickup list in RenWeb, and can provide a current government issued I.D. for identification.
- If you need to speak with your child's teacher, please make an appointment. Conferences cannot be held during arrival or dismissal.

### Morning/ Afternoon Carline:

- Please display all car tags of the student/s you will be picking up.
- Keep the car line moving at the pick-up area by pulling completely forward.
- Your child will be taken to your car by staff, but it is the parent's responsibility to buckle their child into their car seat.
- Be sure your child is ready to leave the car when the patrols/ carline monitors approach your car. *Have your student fully dressed, including shoes and socks.* If your student is not fully ready for school, please pull out of the carline, park and assist your student as needed. Please remember we are also an Academy and students must be in their classrooms seated and ready to learn by 8:15 a.m.

### Park and Walk – MORNING drop off only:

The option to park and walk your student to class is only available at morning drop off, through the south doors facing the Worship Center from 8:00 a.m. - 8:15 a.m. Please refer to the map for the designated Park and Walk location. Refrain from walking through active carlines. No Park and Walk is available for Dismissal – Carline must be used. If you need to pick up your student before dismissal, use the main BSA Office entrance to sign out your student at the Security Desk. All ELC sign outs must occur at least 15 minutes prior to Carline Dismissal (Academy students cannot be signed out after 2pm).

### Arrival 7:50 a.m. – 8:15 a.m.:

- All students, ELC-8<sup>th</sup> grade, should arrive no earlier than 7:50 a.m. Doors will remain locked until that time. Supervision is not provided prior to 7:50 AM so your child should remain in your care until that time.
- Option 1 Carline – ELC students should use the carline on the Bell Shoals Road side of the school. Students will be supervised by an approved carline monitor from 7:50 a.m. until 8:00 a.m. and then will be escorted to their classrooms and released into their teacher's supervision.
- Option 2 Park and Walk – Students may be walked to their classrooms from 8:00 a.m. to 8:15 a.m.
- Children arriving after 8:15 a.m. must be brought to the Academy front desk by a parent/guardian to be signed in. All doors WILL BE LOCKED with the exception of the main BSA entrance off Overhill Drive (Special Events Center). It is important for your child to arrive by 8:15 a.m. and have regular attendance in order to participate in all aspects of the planned program.
- Children must be escorted by an adult at all times. Patrols are used to help walk students and are monitored by adult caregivers until children are received in the classroom by their teacher. Adults must remain with their child in the breezeway outside the classroom until the classroom teacher and/or assistant receives them in the morning. Please do not leave students unattended.

### Dismissal Schedule for VPK ONLY classes:

<u>DAY</u>	<u>TIME</u>	<u>LOCATION</u>
Monday – Friday	12:15 p.m. – 12:30 p.m. After 12:30 p.m.	For your convenience, a carline will be offered under the blue awning. A late fee of \$1 per minute will apply.



## **VPK ONLY School Calendar 2022-2023**

August 16	First Day of School for VPK Only
September 5	School Closed – Labor Day
September 8	Non Student Day
September 29	ELC Grandparents Day
October 14 + 17	School Closed – Fall Break
October 27	Non Student Day
November 11	School Closed – Veterans Day
November 21-25	School Closed – Thanksgiving Break
December 17	End of 2 <sup>nd</sup> Quarter Grading Period
December 22-January 6	School Closed – Christmas and New Year Break
January 9	Students Return to School
January 16	School Closed – Martin Luther King Jr.
February 17	Non Student Day
February 20	School Closed – President’s Day
March 6	Non Student Day
March 8	Last Day of School for VPK Only

**This calendar is tentative and subject to change.**