

Morning Children Center Arrival

- The Children's Center opens at 7:00 AM on the Playground.
- Parents will drop students off at North Playground Gate. Parents, please get out of the car to deliver students to the playground.
- During AM Inclement Weather, CC will use Thursby Hall. Parents, please enter through the front Church doors.

Walker & Car line Arrival

- All Classrooms will open at 7:40 AM
- Parents may park in the parking lot and walk students to their classroom using the crosswalk in front of church doors. Please do not park on Church Street during arrival or dismissal.
 - We remind parents to say a quick goodbye at the classroom door, please do not enter the classroom with your student.
 - Teachers will be stationed at the doorway to greet students and monitor the hallway as students hang backpacks.
 - Parents, please do not use this time to conference with your teacher.
- Car line runs at the Garth gate for all students from 7:40 AM - 7:55 AM.
 - Vehicles should enter the car line via Delannoy Ave.
 - If traffic is backed up to Delannoy Ave, please circle the block.
 - Please do not block the corners of the car line, only stop parallel to the building.
 - *NEW* - 5th Grade Safety Patrols will escort PreK & K students to class who are dropped off in car line. Safety Patrol students will be wearing sashes, so we recognize those students.
- Bell rings at 7:55 AM, 1st - 6th Grade students head to chapel. (PreK/Kindergarten on Tuesdays beginning in Sept.)
- Michael (Church bell) rings at 8:00 AM to begin. Students are considered late at this time.
- Late students must be walked to the front office by a parent. Parents must sign them in at the office and the student may join his/her class in chapel.

Check-outs or sick during the School Day

- Parents call ahead to advise the office of check-out time. This is very important!
- Check-outs will not be permitted after 2:30 PM (M-Th) and 12:30 (Fridays) unless an emergency situation arises.
- Office Staff will collect the students from the classroom and escort them to the office to meet their parents.
- Parents must sign out students in the front office.
- If your student's temperature rises above 100.4, doesn't feel well, or is experiencing other symptoms of illness we will call parents for student pick up.

Dress Code Reminders

- Students must tuck in their shirts.
 - Belts - Boys in 2nd - 6th Grades must wear a belt.
 - Girls in 2nd - 6th Grades must wear a belt when shorts or skirts have belt loops.
- No temporary tattoos.
- Only clear polish for fingernails.
- Boys' and girls' hair must be pulled back out of their face. Any hairbows must match the uniform.

Lunch Procedures

Many parents value the opportunity to have lunch with their child during the school day. A parent, grandparent, or guardian may visit their child in the cafeteria during the lunch period provided the following policy is followed. These guidelines are intended to provide a safe and positive lunch experience for all children in the school.

- **Only** your child will be allowed to eat lunch with you.
- **Adults visiting for lunch must be listed on the student FACTS Family and it must indicate that contact is allowed at school.**
- Children may not share food or purchase food for another child.
- A visitor's badge will be given to you by the receptionist when a parent checks in.
- Students must return to their class promptly at 12:30 when lunch is over.
- Visitors are not allowed to take pictures, video, or audio recordings during the visit.
- The lunchroom visitor can **only** sit at the visitor's "Visitors Cafe" table with their child or may sit outside in the book nook area of the playground or in the Garth.
- Any questions or concerns must be directed to the Head of School or Debbie Parsons.
- Visitors must not direct concerns to teachers as they are focused on student safety and monitoring.
- Lunchroom visitors may not visit any other areas of the campus without prior approval as the safety and welfare of our students and staff are our utmost priority.

Dismissal

- All dismissals will either be Children's Center, Walker, or Carline.
- Please advise your student how they will normally be going home from school.
- Please advise your student and teacher of any changes from the norm.
- For changes that occur, please contact the front office prior to 2:00 PM (M-Th) or 12:30 (Fridays).
- Carline begins after evening prayer at approximately 3:00 PM.
 - All vehicles should enter the carline via Delannoy Ave. for both carlines
 - If traffic is backed up to Delannoy Ave, please circle the block.
 - Please do not block the corners of the carline, only stop parallel to the building.
- Walkers will be dismissed from the double glass Church doors.
 - Parents picking up walkers, please form a line on the sidewalk in front of the church.
 - Parents & students must use the crosswalk in front of the church when returning to the parking lot.

Evening Children Center

- Parents will pick up from North Playground Gate M-Th from 3:15 PM - 5:00 PM or Fridays 1:15 - 5:00 PM
- In inclement weather or after 5:00 PM, parents please ring the bell at the Church doors. Students will be in Thursby Hall.
- Parents may call the Children Center phone after hours at (321) 298-4752