

Procedures for Arrival at School and Drop off of Children

Drop off of Montessori and Kindergarten Children – 7 a.m. to 8:50 a.m.

1. **Montessori and Kindergarten:** Between 7 a.m. and 8:50 a.m. parents of our Montessori and Kindergarten classes will have access to the school to bring their children into the building.
2. **Parents should enter through the school using the cafeteria door keypad.**
3. **Access is limited to one parent or caregiver per family.**
4. **Once the child's belongings have been placed in their cubby, parents should deliver their child to the Before School Room – Room 107.**
5. **If a parent and child arrives after 8:40 a.m., once they have loaded belongings into their Cubby, the child should go directly to their classroom.**
6. **Once the child has been dropped off in the Before School Program, parents must leave.**

Grades 1 to 8: Between 7 a.m. and 8 a.m. – Report to the Cafeteria

- Grade 1 to 8 students should report to the cafeteria between 7 and 8 a.m.
- Parents can enter the school with their child between 7:00 a.m. and 8:00 a.m.
 - Parents can drop off your children between 7 and 8 a.m. at the North or South Gate and visually monitor them until they enter the school or
 - Walk them to the entrance of the school to ensure that they arrive in the building safely.
- **After 8:00 a.m. to 8:40 a.m.**
 - **If the Before School Program is being held outside**, students should enter the schoolyard and proceed to join the supervisors. **They do enter the school.**
 - **If the Before School Program is not being held in the front yard**, the students should enter the school by either the front or cafeteria door keypad and report to the gym area to meet the supervisors.
 - **Students should not proceed to their lockers until 8:40 a.m.**
- **Arrival After 8:40 to 9:00 a.m.**
 - **Parents of students Grades 1 to 8 should not enter the school after 8:40 a.m.**
 - **Please bring or send your child to the front or cafeteria entrance when they can enter using 20239 and proceed to their class.**