

School Hours

- 8:00 a.m. – 11:45 a.m. Kindergarten
- 8:00 a.m. – 3:10 p.m. Grades 1-8 + After K Stay
- Children in grades kindergarten -eight should arrive no earlier than 7:35 a.m. and no later than 7:50 a.m. and are to go directly to the classroom to wait for school to start.
- The doors to the school will be locked promptly at 7:55 a.m. or as soon as the faculty member assisting with carpool finishes. Students arriving after 7:55 a.m. must enter through the school office side door.

School Security

All school doors will remain locked at all times. The carpool side door will be open only when a faculty member is present to receive students. The school office door will be locked, but the office staff can buzz you into the building.

Car Pool—A new safety initiative

Traffic Flow: Please carefully study the traffic flow maps for carpool to facilitate our efforts to move traffic out of the parking lots safely and efficiently.

Drop off:

- All parents are required to use the morning carpool line to drop their students off for school.
- A teacher(s) will begin receiving students on the sidewalk at 7:35 a.m. every morning and will supervise them until they enter the building through the side entrance nearest to the sanctuary.
- Middle School Ambassadors: Middle school boys may be assigned to weekly morning carpool duty after receiving training. They will assist the faculty and staff members on duty by holding umbrellas and escorting students to the building in case of rain.
- All students will enter the building through the carpool side door nearest the sanctuary. Students with their homeroom in the modular will walk through the building, exit at the east door, and walk onto the deck to enter the modular. Students are not permitted to walk to the modular from the parking lot.
- At 7:55 or as soon after 7:55 as the students from the car pool line have entered the building, the side door will be locked.
- All homeroom teachers will be present in their classrooms at 7:35 a.m. to greet students.
- Parents should not drop their students off in the carpool area unless a faculty member is present because all school doors are locked.
- If no faculty/staff member is present at the south side carpool, the parent must drive to the north side parking lot and escort the student to the school office side door and be buzzed in.
- **SPECIAL DAYS:** Exceptions to this drop-off carpool policy will be made for the 1st day of school, Spartan Café days, and other special days to be designated as necessary. Parents will be notified of any exceptions in advance.
- **PROJECTS:** When necessary, teachers may make exceptions allowing parents to assist students with science projects or the like. Please communicate with teachers when these needs arise.
- **PHASE-IN PERIOD:** For the first few weeks of school, an exception will be made for parents of Kindergarten – 1st grade students allowing them to park on the north side of the building, to walk their families into the building and to walk their kindergarten and first grade children to their classes. Office personnel will greet the students in grades two through eight and see that they get to class. Please watch your weekly newsletter carefully for updates on the phase-in period as we anticipate that once morning carpool is running efficiently, the kindergarten and first grade students will be asked to use the carpool line also.

Pick up:

- All parents will be expected to pick up their children through the afternoon carpool.
- **GO GREEN:** To alleviate congestion and to prevent cars from backing up onto Old Tar Road, all families with a last name beginning with E, G, N, O and R are part of our GO GREEN initiative and will not enter the parking lot for carpool until after 3:15 p.m. when the first round of student pick-ups has been completed.
- **WALK-THROUGHS:** After 3:10 when all faculty members are with their students on the grass at carpool, parents can enter the building through the office door, walk through the building and retrieve their children from their teachers.
- **AFTERSCHOOL ACTIVITIES:** Students involved in after-school activities like tutoring, acting club, running club and press club are to remain with their class at carpool until they are gathered and taken into the building by their club advisor or staff member responsible for the activity.
- **PARENT VOLUNTEERS:** Parent volunteers who lead after-school activities should enter through the office door, sign in and gather their own children and the children involved in the afterschool activity directly from their teachers on the carpool side of the building.

FAQ'S: We're tried to anticipate some of your questions, but you may have others. Please feel free to contact the office staff as soon as possible with any questions.

- **DOES THIS MEAN THAT PARENTS ARE NOT ALLOWED IN THE BUILDING?**
No, parents are still very much welcome in the building.
 - ✓ Family members are invited to sign in and have lunch with their children.
 - ✓ All families are invited to enter the building on special mornings like the first day of school and for our monthly Spartan Café.
 - ✓ Parents are invited to sign in and volunteer in their child's classroom, in the school office, or in any Parent Service Fellowship-related activity. The fellowship hall and fireside room are available to PSF meetings and work.
 - ✓ Parents are invited to drive for and attend field trips.
 - ✓ Parents are invited to sign in and attend class parties, poetry recitals, science project presentations, assemblies and other special programs.
 - ✓ Parents who are available are encouraged to contact the school office about serving as a substitute teacher, a paid position.
 - ✓ Parents are encouraged to get involved with leading and planning for school activities like athletic teams and afterschool clubs.
 - ✓ Parents can lead or attend weekly prayer meetings.
- **WHEN CAN I SPEAK TO MY CHILD'S TEACHER?**
Parents are encouraged to communicate with teachers regularly in whatever means the teacher designates during Opening Ceremonies. Most teachers prefer to receive emails and written notes, but some teachers welcome your phone calls and may want you to make an appointment.
- **CAN I SPEAK TO MY CHILD'S TEACHER RIGHT BEFORE OR AFTER SCHOOL?**
Yes and no. Once students begin entering our building at 7:35 a.m. and until they are all picked-up from afternoon carpool, each of our faculty and staff members needs to be focused on student supervision. While many of us have become accustomed to talking with teachers during this time, it is best for us to use another means of communication or to make appointments for meetings after afternoon carpool.
- **CAN I COME INTO THE BUILDING IN THE MORNING TO TALK TO THE OFFICE STAFF, TURN IN PAPERWORK, TURN IN MONEY, REQUEST HELP, ETC.?**
Yes and no. In the morning from 7:35 until 8:00, all of our faculty and staff will be actively involved in carpool and in making sure students are in their classrooms ready to learn. If you need to speak to office staff, you may need to wait until after 8:00. In this case, feel free to sign in and to wait in the office area until a staff member is available.
- **WILL MY FAMILY AND I BE ABLE TO STAY IN THE CAFETERIA AFTERSCHOOL?**

Yes, after 3:10, families can enter the building and wait for their next afterschool activity together. Students should first be picked up at carpool, and students should be supervised at all times by their parents or an afterschool activity leader.