

ARRIVAL PROCEDURE

Students may arrive to school starting at 8:10 a.m. Students are asked not to arrive before 8:10 a.m., since doors will not open until 8:10 a.m.

Kids Care is available from 6:45 - 8:00 a.m. Please contact the school office for information.

We want to provide a safe environment for all of our students. This begins from the time that a student arrives at our facility and continues until each student leaves our facility at the end of the day.

Parking lot safety affects everyone. To help manage the high volume of morning traffic, we are requesting that parents assist us with the following items:

1. During the morning “drop-off” routine:
 - a.) Students in grades Preschool through Grade Two are to enter the building through the 100 wing doors, located under the blue canopy.
 - b.) Only parents of Preschool students and Kindergarten students will be allowed to enter the building.
 - c.) Students in grades 3 - 8 are to enter through the gymnasium doors

2. During the day:
 - a.) If parents are coming during the middle of the day to pick up a child or drop off something to the school office, please utilize the main church doors. Please buzz and identify yourself; you will be granted admittance.
 - b.) Preschool families should wait outside the Preschool doors at 11:20 a.m. or 1:20 to pick up their students.

DISMISSAL PROCEDURE

Since our school elected to lengthen our school days to 3:30 p.m., we are ineligible to receive bus transportation at the end of the day from Walled Lake public schools. Therefore, we are faced with the challenge of dismissing students in a manner that is safe, time-efficient, and non-stressful. Listed below is our dismissal procedure:

1. Parents of Preschoolers that dismiss at 11:20 a.m. or 1:20 p.m. are asked to wait outside the 100 wing doors under the blue awning.
2. Parents of Preschoolers that are dismissed at 3:30 p.m. are asked to park in the lot closest to the gym doors.
3. Parents with children in Grades K - 8 are asked to park in the back lot. Please park your car so that you are facing west (looking directly at South Commerce Road).
4. At 3:30 p.m., all traffic will be stopped and teachers will escort the students from the building to the back parking lots. Parents are asked to come to meet students when they are dismissed.

For the safety of all children, no parent can leave the parking lot until the teachers in charge indicate that it is appropriate to do so.

5. A teacher will blow a whistle, indicating that the dismissal procedure will begin. Teachers will direct traffic in an orderly fashion to exit the parking lot. Those families needing to turn right are encouraged to utilize the North exit. Those families needing to turn left are encouraged to utilize the main entrance/exit.
6. A teacher will form a late line for those parents who arrive after the dismissal procedure has begun or for students who did not exit the building on time.

Students who are not picked up by 3:45 p.m. will be taken to our after-school Kids' Care program. Parents will be assessed according to the Kids Care rates. When possible, we request that you phone the school office if you will be late. This gives reassurance to your child and us that you are safe.