



Drop Off and Pick Up Reminders

Faculty and staff will help to open car doors between 7:40 am and 8:00 am. If you arrive before these times, please wait with your child until the staff arrives. Please wait until you pull up to the gate before allowing your children to exit the vehicle. For students attending Bancroft classes at the end of the day, dismissal may take place at Bancroft on those days. Your child's homeroom teacher will contact you with specific information once the school year begins.

Your cooperation is also requested in the following areas of traffic safety:

- Traffic flows in a one-way direction.
- Please drive slowly at all times.
- Pull up as close to the drop off opening as possible.
- When parking your car, avoid blocking entrance or exit pathways.
- When picking up your kindergartener, please avoid parking near the mailbox.
- Pull away from the pickup area with care.

School will begin at 8:00 am for all students. Lower School children arriving after 8:00 am should be escorted to the front office by their parent where they will sign in and then report to class. Middle School students arriving after 8:00 am should report to the office before going to class. All students attending the After-School Program will be dismissed to the After-School Program at 3:00 pm. All children waiting for rides at 3:15 pm will be asked to join students in the After-School Program. A fee of \$25.00 will be assessed at that time. If your child needs to leave early, please send a note in with him/her and come to the office to pick him/her up and sign them out.