

Arrival/Dismissal Procedures

Arrival

Children who attend the Before School Program are to enter the building through the atrium at door #9. Please ring the bell so someone can open the door. This entrance will lead into Heggemeier Hall where Before and After School will meet. Children arriving before 8:30 must go to the Before School Program. The Before/After School Program begins on August 19th.

For all other students, a bell will ring at 8:30 to let parents know that the children can enter the school and go directly to their classrooms. Please do not drop your child off before the 8:30 bell. Teachers will be in their classrooms at 8:30 to meet the children.

Kindergarten and first grade students will enter the school through the doors by the school office, which is door #4. Students may be dropped off at the end of the sidewalk. I will be there the first week of school to greet children. Please do not park along the sidewalk.

Second and third grade students will enter school on the upper level by the circular drive at the front of the church. The door to the far left will be open for them. This is door #3. Third, fourth and fifth graders may NOT walk through the sanctuary to get to class if they are dropped off at the upper circle. Do not stop in the middle to let students out of the car. Pulling ahead as far as possible allows for many students to exit cars at the same time, eliminating some of the traffic congestion.

Fourth through eighth grade students will enter the Family Ministry Center through the Northeast door of the Family Ministry Center (middle school hallway, east parking lot on ball diamond side-door #12). Please enter the grounds using the east entrance, and turn right to approach the building. Please pull ahead past the handicapped parking spot when waiting in line. Please do NOT stop at the door to let out your student. Pulling as far forward as possible allows for more students to exit cars at the same time, and gets cars off the frontage road more quickly.

Families with more than one child in the school can use the most convenient drop off point for their family.

Please do not leave your car unattended in any of the areas and cause traffic to be blocked. Children are not allowed to walk unattended from the parking lot to the school. This is to ensure the safety of your child.

Dismissal

Kindergarten and first grade will dismiss at 3:00 pm. Families that have more than one child in our elementary school will follow the dismissal time and schedule of the youngest child.

Kindergarten and first grade will be dismissed from the lower level at the north atrium doors at the circle garden (Door #9). Please enter the parking lot using Pierce Lane. If you come from the East, do not use the frontage road (Cook Street) to approach Pierce Lane. Use Homer Adams and turn at the light onto Pierce Lane. As soon as you enter the parking lot go to your right and form a loop through the parking lot. The line will continue to form to the circle. For the safety of the students, drivers are to wait in line rather than parking and escorting students through traffic. Teachers will be on duty to assist students getting into their cars and ensure good traffic flow. Once your child is in your car, please wait for the cars in front of you to move forward; rather than moving out of line and passing them.

Second through eighth grade will dismiss at 3:15 pm.

Second grade students will be dismissed from the upper circle (Door #3). Drivers should enter at the church sign, turn immediately right, to form a line through the preschool parking lot to the right of the church. This enables the cars in line to be off the service road. Parents are to form a line around the circular drive and continue to move forward as cars leave. When in the circle, please do not get out of your car.

Third, fourth and fifth grade students will dismiss from the north atrium entrance at the circle garden (Door #9). **Please do not get in line until 3:10 to allow time for the kindergarten and first grade dismissal.**

Middle school students will dismiss from the Middle School Hallway entrance of the Family Ministry Center (Door #12). **Please do not get in line until 3:10.** This will cut down traffic congestion with the preschool classes that dismiss at 3:00. When leaving the parking lot, always turn right onto Cook Street to avoid collisions with vehicles that might attempt to pass cars waiting to get into our lot.

Parents may pick up children attending the After School Program using the north atrium entrance at the circle garden (Door #9). To gain entrance, you will need to ring the bell. Parents are required to sign out students when picking them up from the After School Program.