

Parent Procedures

Arrival

- All Classrooms will open at 7:40 AM
- All arrivals will come through the Children's Center or Carline. No walk-ups please.

Morning Children's Center

- The Children's Center opens at 7:00 AM on the Playground.
- Parents please drop off your students at the North Playground Gate.
- During inclement weather, morning Children's Center will use Thursby Hall (back two tables).

Carline Arrival

- Vehicles should enter the carline via Delannoy Ave.
- If traffic is backed up to Delannoy Ave, please circle the block.
- Please do not block the corners of the carline, only stop parallel to the building.

1st - 6th Grade Arrival

- Carline runs at Garth Gate for 1st - 6th Grades from 7:30 AM - 7:55 AM
- Students will proceed through the Garth Gate directly to their classrooms.

PreK - Kindergarten Arrival

- Carline runs at Church doors for Pre-K & K from 7:55 AM - 8:15 AM
- Pre-K or K parents needing to drop off between 7:30 AM and 7:55 AM due to older siblings, work obligations, or carpooling may do so.
- Students will proceed through the Church doors and will be supervised on the walk to their classrooms.

Parent Procedures

Tardy Students

- 1st - 6th Grade student will be considered Tardy after 7:55 AM
- PreK-K students will be considered Tardy after 8:15 AM
- Parents will be asked to complete the check-in form electronically by scanning the QR Code posted on the door with their phone camera. Please click the link at the top of the photo of the QR Code to get to the check-in form. Alternatively, office staff will present an iPad and complete the form by receiving info from the parent.
- Office staff will escort late students to class.
- 1st - 6th grade students who are tardy between 7:55 - 8:15 will walk their child in
- After 8:15, parents will walk students to the front church doors to be received by office staff. Office Staff will escort students to class.

Early Check Out

- Parents must call ahead to advise the office of check out time.
- Check outs will not be permitted after 2:30 PM, unless an emergency situation arises.
- Office Staff will collect the students from the classroom and escort them to church doors to meet parents.
- Parents will be asked to complete the check-out form electronically by scanning the QR Code posted on the door with their phone camera. Alternatively, office staff will present an iPad and complete the form by receiving info from the parent.

Sick Students during the School Day

- If your student's temperature rises above 100.4, doesn't feel well or is experiencing other symptoms we will call parents for student pick up.
- Sick students may be picked up from the Church Youth Room, which has a separate entrance on Delannoy Ave.
- Please scan the Check Out QR Code on the door.
- If your child does not feel well for any reason, please keep them home.

Parent Procedures

Dismissal

- All dismissals will either be Children's Center or Carline. No walk-up dismissals please.
- All vehicles should enter the carline via Delannoy Ave. for both carlines
- If traffic is backed up to Delannoy Ave, please circle the block.
- Please do not block the corners of the carline, only stop parallel to the building.

PreK & K

- PreK & K will be dismissed from their classroom beginning at 2:30PM.
- Please enter the carline via Delannoy Ave.
- Church Door Carline will end by 3:00 PM.
- If your PreK or K student has an older sibling or is carpooling with an older student, they will be escorted to the carline for 3:00PM pick-up.

1st - 6th

- 1st - 5th Grades will be dismissed from their classrooms.
- 6th Grade will be on the playground at PE and will dismiss from there.

Evening Children Center

- Parents will pick up from North Playground Gate from 3:00PM - 5:00PM.
- In inclement weather or after 5:00 PM, parents please ring the bell at the Church doors. Student will be in Thursby Hall (back two tables)
- Parents may call the Children Center phone after hours at (321) 298-4752