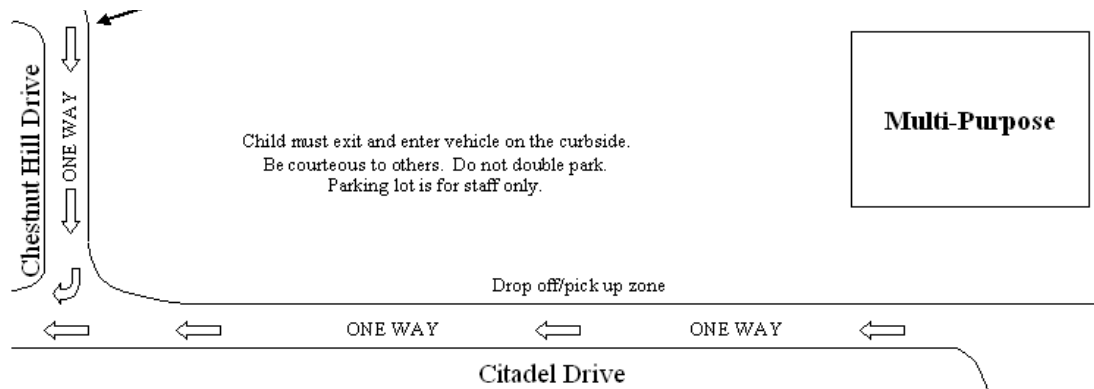


Arrival & Dismissal Procedures



Arrival Process

To help facilitate the separation process, especially for our younger students, please drop off your child at the car loop or at the gate. The gates will be open from 8:15 to 8:28 in the morning and students may go straight to their classroom at that time.

Club Montessori is available from 7:00 to 8:15 a.m. and students signed up for this program may enter through the office and be signed in at the Club M room at the back of the campus.

The drop off loop for K through 3rd Grade students is through the Citadel entrance at the main entrance of the school. A staff member will be at the front of the school to welcome the students arriving.

The drop off loop for 4th through 8th Grade students is through the second driveway entrance on Chestnut Hill Dr. A staff member will be by the gate, to welcome the students arriving.

Please note that the driveway entrances are one way.

The gates will be closed at 8:28 a.m. Students arriving after the gate is closed must go through the school office. Arrival in the classroom later than 8:30am will result in a tardy pass. **Parents must sign-in tardy students.**

Please do not double park or leave your car unattended at the loop. The driveway is a fire lane.

The parking lot is intended for staff only.

Please park on the street if you need to leave your vehicle. **Please remember that our school is located in a residential area—drive safely and obey the speed limit.**

Dismissal Process

To facilitate the dismissal process and for your convenience, we ask parents to use the car loop. Once a teacher sees a parent at the car loop, the child will be called and released to go out the gate. The dismissal schedule is as follows:

Chestnut Hill Dr. Loop	Kindergarten	2:00pm
Citadel Car Loop	6-9 Classes	3:00pm
Chestnut Hill Dr. Loop	9-12 Classes	3:00pm
Chestnut Hill Dr. Loop	Middle School	3:15pm

Siblings will use the Chestnut Hill Dr. Loop to ease the flow of traffic on the Citadel Car Loop. If both siblings are 6-9, they will be at the Citadel Loop.

Siblings of Middle School students will wait at the Chestnut Hill Dr. car line with a teacher until the Middle School students are dismissed at 3:15.

Parents should stay in their vehicles during pick up time. Simply drive up the loop and display your students name card on the right side of the dashboard or the right front window. Please remember to keep the carline flowing. If you need to exit your vehicle, please park on the street and walk in. Please do not double park.

For the safety of the children, they must enter the vehicle from the curb.