

Arrival and Departure Procedures

School Hours

Grades K - 5

- **School starts** : 8:30 A.M
- Breakfast available at 8:05 A.M.
- **Note:** Students are not to arrive before 8:05 A.M.
- **School ends:**
 - **Monday, Wednesday, Thursday and Friday: 3:15 P.M**
 - **Tuesday: 2:05 P.M.**

Note: School Age Services (SAS) has a before-and-after school program for children. You may call (270) 798-4129 for information.

Pre-K

Pre-K times

AM Session: 8:30 – 11:15

PM Session: 12:30 – 3:15 M,W,TH,F
12:30 – 2:00 Tuesday

Arrival:

All car riders will disembark from the large circle drive in front of the pods beginning at 8:05. Use of the circle drive in front of central office for student drop-off is prohibited. The curb area along the circle drive is a fire lane and unattended vehicles are prohibited.

All walkers should plan to arrive at school no earlier than 8:05

Bus riders are not allowed to disembark any earlier than 8:05

Breakfast begins being served at 8:05 in the cafeteria.

All students who arrive prior to 8:20 are to proceed to the cafeteria and the gym.

Students arriving after 8:20 may proceed to their classroom.

Students in grades 3-5 will assemble in the cafeteria.

Students in grades K-2 will assemble in assigned locations in the gym.

Pre-K students will assemble in assigned areas in the front of school.

Late Arrivals:

Students arriving after 8:30 must be signed-in by their parent or guardian in the school office.

Departures:

All car riders will assemble in assigned areas with their grade level teacher along the circle drive to await the arrival of their parent. Late arriving parents can pick-up/sign-out their children in the main office. Adults (non-parents) who pick up children must be on the parent approved, pick-up list.

Bus riders will be escorted to the buses by their grade level educator.

Walkers and SAS students will be taken to their appropriate dismissal locations by their grade level teacher.

Whenever parent plans change and bus riders become car riders (for a day) or walkers become car riders, they need to present a note (or phone call) to their teacher or the main office secretary informing us of the change.

Reminder: Tuesday is an shortened day and the school day ends at 2:15 All the above procedures for dismissal remain in effect.

Early Dismissals:

Anytime a student needs to be pulled from class for appointments, prior to the end of the school day, they must be signed-out in the main office and will be summoned to the main office for departure. For safety purposes, all parents, guardians, and adults authorized by parent/guardian to checkout students, will be asked to present photo identification. Early dismissal should be done before 2:55 P.M. due to the arrival of buses and the need to ensure the safe dismissal of all students.