

## ARRIVAL

Supervision will be available for arriving students beginning at 8:00 a.m. Students are asked not to arrive before 8:00 a.m., since proper supervision is not available.

All students arriving between 8:00 a.m. – 8:10 a.m. are required to meet in the gym where they will be supervised. Please utilize this opportunity **only** when it is necessary for your family's needs.

**Kids Care is available from 7:00 - 8:00 a.m. Please contact the school office for information.**

## ARRIVAL PROCEDURE

We want to provide a safe environment for all of our students. This begins from the time that a student arrives at our facility and continues until each student leaves our facility at the end of the day.

Parking lot safety affects everyone. To help manage the high volume of morning traffic, we are requesting that parents assist us with the following items:

### **1. During the morning “drop-off” routine:**

- a.) If parents are planning on dropping off students and not entering the building, **please utilize the circular drop-off by the gym doors**. Our parking attendants will be out in the lots directing traffic to ensure the safety of students.
- b.) If you would like to come inside for a short period of time, please park in the “short term lot” which is located in the front of the church. **If parents choose to park in the lot across from the Preschool/Kindergarten doors, please walk students over to the crosswalk area where the parking attendant is stationed and he will help escort you across traffic.**
- c.) If parents are planning on staying for an hour or more, please utilize the back “long term” parking lot.

### **2. During the day:**

- a.) If parents are coming during the middle of the day to pick up a child or drop off something to the school office, please utilize the “Short-term/Daytime Ministry” lots. **Although our main doors are locked, the church entrance is maintained by security cameras. Please buzz and identify yourself and you will be granted admittance.**
- b.) Preschool families should utilize the “Daytime Ministry” lots to pick up their children. Please wait outside the Preschool doors at 11:20 a.m. or 1:20 p.m. or 3:20 p.m. Students will be dismissed through the Preschool/Kindergarten doors.

### **3. End of the day:**

- a.) Parents with students in grades K - 8 are asked to park in the back lot, facing South Commerce Road.
- b.) For safety precautions, the back entrance is locked during the school day. However, we will try and station a volunteer there, who would be responsible for monitoring the back entrance and allowing parents access into the building from 3:00-3:25 p.m., who need to see the school secretary or school accountant.

Once students are dismissed, the parking lot evacuation will be directed by the teaching staff in an orderly fashion.

## **DISMISSAL PROCEDURE**

Since our school elected to lengthen our school days to 3:30 p.m., we are ineligible to receive bus transportation at the end of the day from Walled Lake public schools. Therefore, we are faced with the challenge of dismissing students in a manner that is safe, time-efficient, and non-stressful. Listed below is our dismissal procedure:

Pre-school will dismiss at 11:20, 1:20 and 3:20 p.m. Please come inside and pick your child up from the classroom.

Parents who have only a Kindergarten student are encouraged to park in the lot directly across from the Preschool/Kindergarten doors so as to avoid the Grades K - 8 dismissal procedure.

If you have additional students in other grades, please park in the back lot with the rest of the school parents.

Parents with children in Grades K - 8 are asked to park in the back lot. Please park your car so that you are facing west (looking directly at South Commerce Road.

At 3:30 p.m., all traffic will be stopped and teachers will escort the students from the building to the back parking lot. Parents are asked to wait for their students in the parking lot.

**For the safety of all children, no parent can leave the parking lot until the teachers in charge indicate that it is appropriate to do so.**

A teacher will blow a whistle, indicating that the dismissal procedure will begin. Teachers will direct traffic in an orderly fashion to exit the parking lot. Those families needing to turn right are encouraged to utilize the North exit. Those families needing to turn left are encouraged to utilize the main entrance/exit.

A teacher will form a late line for those parents who arrive after the dismissal procedure has begun or for students who did not exit the building on time.

Students who are not picked up by 3:45 p.m. will be taken to our after-school Latchkey program. Parents will be assessed according to the Latchkey rates. When possible, we request that you phone the school office if you will be late. This gives reassurance to your child and us that you are safe.