

All students or guests **arriving after 8:10 a.m.** will be required to buzz in at the entry by the office. Doors will not be unlocked again until 3:07 p.m. School staff will carry cards to gain access to the building. A camera and buzzer to gain entry is located on the wall inside the entryway. All visitors need to sign in. If you are new to the school, a visitor tag should be worn.

Morning Arrival: Walkers may enter the building on either side. Students arriving by car need to enter on the EAST side of the building. Do NOT drop students off on the WEST side of school in the mornings. If the parent needs to speak to a teacher or come into the school, he/she may park on the WEST side and walk in, but PLEASE, DO NOT DRIVE **SOUTH** ACROSS THE CEMENT PLAYGROUND. Please, also, do not park where the staff parks.

After School Pick Up: When school is dismissed, all walkers and students being picked up will exit on the EAST side of the school as usual.

Preschool: Preschool parents will continue to pick up their children on the SOUTH end of the building. If you wish, your child may be picked up by an older sibling and walked to the walker door or bus door. The older sibling may leave class early to do this.