



BUILDING HOURS AND VISITOR GUIDELINES 2021-2022 SCHOOL YEAR

BUILDING HOURS

- Building Opens:
 - Main Office 8:30 AM - 4:30 PM
 - YCare Drop Off - 7:00-9:15 AM Cafeteria Door (DOOR 2)
 - Lower School Parent Drop Off - 9:15-9:45 AM
 - Lower School entrance next to the LS office (DOOR 20)
 - Lower School students arriving before 9:15 must go to YCare.
 - Middle & Upper School Students - main entrance (DOOR 1) – 7:30-9:45
 - Middle School Students – must remain in Atrium until 9:15
 - Upper School Students – may remain in Atrium or proceed to Upper School
 - Bus Drop Off - 9:00-9:45 AM (LS - DOOR 20) (MS & US - DOOR 1)
- All building doors will be locked at 9:45.
 - Visitors access building through main entrance (DOOR 1).
- Building Closes at 4:30 PM except for scheduled activities including:
 - YCare
 - Athletics
 - Activities
 - Scheduled Meetings

MORNING ENTRANCE DOORS

- Lower School access through the LS entrance next to the LS office (DOOR 20)
- Middle School access through the main entrance (DOOR 1)
- Upper School access through the main entrance (DOOR 1) or the entrance to the south end of the US/LS wing (DOOR 19). Door 19 will be open from 9:15-9:45.

VISITORS POLICY

- Visitors' appointments must be pre-scheduled.
- No parents or siblings may walk kids to their classrooms (leave at the entrance).
- Non-scheduled visits are not allowed (e.g., no visits during lunch, etc.).
- No drop-offs for students (e.g. lunch, homework, instruments, etc.)
- Volunteer opportunities may be available based on programming.