



## BUILDING HOURS AND VISITOR GUIDELINES 2022-2023 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 - 9:15-9:35 AM
    - Lower School entrance next to the LS office (DOOR 20).
    - Lower School students arriving before 9:15 must go to YCare.
    - Fit Club is available for Lower School students in the gym from 9:00-9:15.
    - **Lower School students may not wait in the atrium or cafeteria until 9:15.**
  - Middle & Upper School Students - main entrance (DOOR 1) – 7:30-9:35
    - 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 9:35.
  - 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).

### VISITORS POLICY

- Visitors' by appointment only.
- 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.).
- Volunteer opportunities will be available based on programming.
- Drop offs – a bin is located outside the main entrance for any necessary drop offs.
  - Parent will email the division office manager when the item is dropped off and item will be delivered to the student when feasible (item will be delivered as the office manager's schedule allows, which may not be until the end of the day.)
    - Lower School – Christine Mehlhorn @ [christinemehlhorn@stcroixprep.org](mailto:christinemehlhorn@stcroixprep.org)
    - Middle School – Kelly Vossen @ [kellyvossen@stcroixprep.org](mailto:kellyvossen@stcroixprep.org)
    - Upper School – Theresa Seichter @ [theresaseichter@stcroixprep.org](mailto:theresaseichter@stcroixprep.org)
  - Please limit drop offs (ie. water bottles, lunches, etc. are not considered necessary).
  - Medication is the only exception and must be delivered directly to the main office and not left in the bin.