



BUILDING HOURS AND VISITOR GUIDELINES 2023-2024 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)
 - Breakfast served in the cafeteria from 9:00-9:25 (DOOR 2)
 - Lower School Parent Drop Off - 9:15-9:30 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) - 7:30-9:30 AM
 - Middle School Students - must remain in Atrium until 9:15 AM
 - Upper School Students - may remain in Atrium or proceed to Upper School
 - Bus Drop Off - 9:00-9:30 AM (LS - DOOR 20) (MS & US - DOOR 1)
 - Students cannot enter through DOOR 6 (Athletic hallway entrance)
- All building doors will be locked at 9:30 AM
 - Visitors access the building through the main entrance (DOOR 1).
- Building will be open from 4:00-4:30 PM. 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

- ALL Visitor appointments must be pre-scheduled with appropriate staff.
- No parents or siblings may walk kids to their classrooms. Kindergarteners will be escorted by school staff. All other ages can walk themselves to their rooms.
- Non-scheduled visits are not allowed (e.g., no visits during lunch, etc.).
- Volunteer opportunities may be available based on programming.

IMPORTANT NOTE

- There will be NO drop-offs during the school day for students (e.g. food, lunch, water bottle, homework, gym uniform, instrument, etc.). The *only* exception to this is medication which will need to be coordinated through the Health Office.