**Important Parent Information:**

**School Hours:**

Monday - Thursday 7:50 am – 3:00 pm

Friday (early release) 7:50 am – 1:30 pm

We do not allow phone calls to the classrooms during school hours.

**Transportation changes & early checkout: Mon-Thurs**

Afterschool transportation changes need to be made *before* ***2:00 pm.***

If you need to check out your child early please do so *before* ***2:45 pm****.*

***Students will not be released between 2:45 – 3:00 PM / 1:15 – 1:30 PM***

**Transportation changes & early checkout: Friday (early release)**

Afterschool transportation changes need to be made before ***12:30 pm.***

If you need to check out your child early please do so before ***1:15 pm.***

**Parents & Visitors:**

We will NOT allow any parents or visitors in the building after 8:05 am unless prior arrangements have been made.

Any items needing to be delivered to a student or classroom can be dropped off at the front office for delivery.

Only exception: If you are approved by the District office as a Volunteer or attending a school event.

**All grades- Morning Drop Off**

We DO NOT allow students in the building before 7:50 am. ALL students will need to go to the playground where there will be supervision, until the bell rings.

Bad weather drop offs: ALL students may enter through “B” door and go to the gym.

**Our office doors are open starting at 7:30 am, Mon-Fri.**

**Pick Up & Walkers:**

All students will be picked up in their assigned classroom. You must still show the pickup tag that you will be given.

Kindergarten: Enter through B & C doors, facing N. Navajo St.

1st & 2nd Grade: Enter through M & L doors, facing Grandview St.

*We do not allow walkers to walk out the front of the building due to no supervision.*

ALL walkers will need to exit near the cafeteria doors only.

**All grades- Bad Weather Pick up & Walkers**

All students who are permanent pick up, will need to be signed out from their homeroom teacher, our front doors will open at 3:00 pm / 1:30 pm.

All students who are permanent walkers, will go home as planned, unless there is a change made to their schedule.

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