

Arts & Sciences Drop Off and Pick Up Information

MORNING ARRIVAL:

- **It is very important that all students are on time every day.** When students are late, they miss important instructional time and our teachers use valuable class time to catch them up. One of the best ways to show appreciation for our incredible teachers is to make every effort to be on time.
- If your child is going to be **absent, tardy or picked up early please remember to call or email the office**, even when their teacher already knows. Always come to the office when picking up your child early.
- If a student is late three or more times in one month, a family meeting may be requested by the child's teacher.
- Note that our campus has a one-way circle drive. Please follow signs and check crosswalks.
- Please park only in parking spaces, not in the driveway. Only Badger and Middle School students may be dropped off at the drop off area in the morning.

MIDDLE SCHOOL ARRIVAL:

- Students must arrive between 7:50 am and 8:05 am. Class begins promptly at 8:10 and ends at 3:25. Please do not drop off students prior to 7:50 am because we cannot assure consistent adult supervision of your child(ren).

ELEMENTARY & KINDERGARTEN ARRIVAL:

- Students must arrive between 8:10 am and 8:25 am. Class begins promptly at 8:30 and ends at 3:00. Please do not drop off students prior to 8:10 am because we cannot assure consistent adult supervision of your child(ren).

PRESCHOOL & PRE-KINDERGARTEN ARRIVAL:

- Please arrive with your child between 8:10 and 8:30, so they can have time to play with their peers before Crew Time starts at 8:45. Please do not drop off students prior to 8:10 am because we cannot assure consistent adult supervision of your child(ren). Class will end at 3:00.

END OF SCHOOL PICKUP:

- **Unicorn, Grasshopper, Stargazer, and Centaur** students must be picked up inside the classroom.
- **Badger** students may walk out to their parent's car when we receive a call in the office that the parent is waiting, or they can see the car. Please park in a parking spot, not on our driveway or in the drop off area.
- **Middle School** students may walk out to their parent's car when a teacher can see the parent's car. Please park in a parking spot, not on our driveway or in the drop off area. Calling or texting your MS student between 3:25 and 3:30 to let them know you are waiting in the parking lot is also acceptable.
- Badger or Middle School students walking home, riding a bike or walking to the bus stop must walk along the edge of the circle drive – please communicate this to your student. You must also stipulate your authorization for them to leave campus alone where indicated on your back to school packet.
- **Carpool Connection** – sign up on our website's Parent Corner if you'd like to carpool! Let the office know what support you might need in gathering students from various classes.
- **Please note:** We will not allow children to go home with anyone who is not on the authorized pick up list you provide with your child's back to school packet.

RUNNING LATE?

- If you are running late for pick up, please call us at 438-8585 **prior to 3:00 pm**. If we don't answer, please leave a message. If you haven't picked up yet, at 3:00 for Unicorns, 3:10 for K-6th and at 3:30 for Middle School, your child will join Aftercare and you will be charged an **Aftercare Fee**.

AFTERCARE INFORMATION: Aftercare is available **only until 5:30 pm** and only if we have space.

You may **pre-register** and pay for your Aftercare schedule each semester OR request **drop ins** as needed.

For drop-ins there are two options:

1. Purchase a **Punch Card**. This is the easiest and preferred method. Cards are kept in the office and punched at the time you call to reserve space. You must always call before 3:00 pm to request drop-in care. Fee: \$10/hour or \$15/day, available in 5 and 10 punch increments.
2. Pre-pay online, then call us before 3:00 pm to request Aftercare, available as space allows. Fee: \$10 for up to one hour, or \$20 for care up until 5:30.

When unable to reach us, you may call the OFFICE CELL: 505-930-1196.

If you do not notify us and you are late to pick up your child after 5:30, the charge is **\$1/minute due at pickup**.