

Arrivals and End of Day Map and Procedures

Morning Arrivals

ALL FAMILIES AND STAFF WILL ENTER AT ENTRANCE F

Staff should enter between 8:00-8:30am.

Non-staff Families may enter beginning at 8:30.

EC- Early Childhood parents may take their children directly to the preschool hall and check them in at their classroom beginning at 8:40am. If you do not know your child's room number, please contact Dawn Pruyne at 225-324-7758.

OC- Older Children will have name tags at a table in the atrium once you enter the building. Please help your child find their tags and put it on if needed. The name tag has their classes, rooms numbers, and their End Of Day room number or family number for your car sign. Children should be accompanied in the parking lot at all times. Parents are not required to enter the building with their older students, but may if they wish. Older Children should proceed directly to the gym once they have their tags. If you are also bringing Early Childhood students to their class, you will not be allowed to enter the EC hall until 8:40am.

Entrance F will be the only entrance for Super Friday. Do not open doors to other entrances; this is for your children's safety.

End of Day

Curbside pickup is preferred for ALL students, unless parents are on staff or are present on campus before 12:00noon (subbing or Mom's Rest Stop). No one will be admitted into the building after 12:00noon.

If you wish to walk up for pickup instead of carline, please park and walk up to Entrance K (to the right of the gym) and wait at the door. A staff member will take your Family # at the door and bring your child to you.

Families with Early Childhood ONLY (ages 2-6 on 9/1/23)

You will create a sign for your car window with your FAMILY #. You may put your last name, but it isn't necessary. Just your FAMILY #, large and readable. Your FAMILY # is in the email this document was attached to. It will also be on your child's name tag at drop off, so you can double check there.

We will begin putting EC children in cars as early as 12:00pm. Please view and take a photo of the attached pickup map to be sure that you are in the right place.

Families with BOTH Early Childhood and Older Children

You will create a sign for your car window with your Family #. You may put the last name, but it isn't required. Just the Family #, large and readable. Your FAMILY # is in the email this document was attached to. It will also be on your child's name tag at drop off, so you can double check there.

Parents with children in both EC and OC will pick up all children at the EC line. You can get in line NO EARLIER than 12:15, as your older

children will not be ready before then. You will be asked to go to the back of the line if this happens. 😞

Families with ONLY Older Children (ages 7-16 as of 9/1/23)

You will need to create a sign for your car window with your FAMILY #. You may put your last name, but it isn't required. You will get in the OC Line pictured below. Please don't "jump the tracks", follow the path and stay in line. Your FAMILY # is in the email this document was attached to. It will also be on your child's name tag at drop off, so you can double check there. We will begin putting students in cars at 12:20.

If someone else will be picking up your children, or if you need to pick up your children before 12:00, please notify Dawn Pruyn ahead of time. (225-324-7758). Be sure that you give them your FAMILY #.

Entrance and exit will follow the map below. (take a picture on your phone, you'll be glad you did!)

EC FAMILY #1-69

OC FAMILY #70+

