

LEADERSHIP PREPARATORY ACADEMY

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Leadership Preparatory Academy Arrival and Dismissal Procedures 2018-2019

These procedures are designed with the anticipated traffic flow in mind. Procedures may be adjusted to ensure the safety of our students. We ask for your patience with arrival and dismissal.

Arrival/Dismissal

- Students may arrive as early as **7:50 a.m.** Please remember that it is the parents' responsibility to supervise their child until 7:50 a.m. Students must be in their classroom seats by 8:05 am to avoid being marked tardy.
- Students in grade **Kindergarten** will arrive at the Lower School main entrance. (From Chupp Road, make left at *Cathedral Deliveries* sign, go up the hill, make the second right into the parking lot at *Cathedral Deliveries*, then make immediate right at section 11 and follow traffic) Kindergarten students will be picked up at the South Lobby entryway at 3:00 pm. Students picked up after 3:10 pm, will be considered late pick-ups and a fee will be assessed.
- Students in grades **First through Fourth** will both **ARRIVE AND BE DISMISSED** at the Lower School main entrance. (From Chupp Road, make left at *Cathedral Deliveries* sign, go up the hill, make the second right into the parking lot at *Cathedral Deliveries*, then make immediate right at section 11 and follow traffic) In the event of inclement weather, parents will enter the building and retrieve their scholar from their homeroom class.
- Students in **Fifth, Sixth, Seventh and Eighth** grades will **ARRIVE** and enter through the main entryway of the upper school near the circular driveway.
- Students in **Fifth and Sixth** grades will be **DISMISSED** near Sections 8 & 9 Sanctuary Parking at **3:30 pm**. After 3:40 pm, remaining students will be classified as late pick-ups and will be subject to the late pick up fee. *In the event of INCLEMENT WEATHER, students will stand under the covered entryway at the upper school main entrance and parents will park their vehicles, and retrieve their scholar from that covered entryway.*
- Students in **Seventh and Eighth** Grades will be **DISMISSED** at the South Lobby covered area near the bookstore at **3:30 pm**. Students picked up after 3:40 pm will be classified as late pick ups and parents will be subject to a late pick up fee. (From Woodrow Road, continue of the main promenade past *Section 1 Sanctuary Parking*, continue straight following the right double lane drive and follow signs. Pull forward to the end of the drive).
- Students who are in **Seventh and Eighth Grade** whose last period is in the **STEM Building** will be dismissed from the lab. In the event of inclement weather, parents will need to park at the *handicap entrance* of the STEM Building, and come into the STEM Building to then escort their scholar to their car.

M O R E

- Students who are arriving or being picked up by a **shuttle** (day care vans, cabs, transportation companies, etc.) will drop off and pick up at the side parking lot of the Lower School (K-4th Grade) near the cooling evaporators and the handicap parking area. Then for 5th through 8th students vehicles will proceed to the Upper School to the traffic circle east of the main entrance of the church in front of the Upper School main entrance. Shuttle (day care vans, cabs, transportation companies, etc.) riders are supervised by staff, and are then escorted to their bus/daycare van. (From Woodrow Road, make first right following the *Christian Academy/Additional Parking/Admin Office* sign follow the perimeter, drive past the church's main entrance. Turn left into the parking lot at the steeple and make an immediate right. Follow the cones and pull forward to the evaporator just beyond the handicap parking. After picking up elementary students proceed directly past steeple and make immediate right into the circular drive beside the church) to pick up 5th through 8th grade students.
- For safety reasons, children will not be allowed to exit the car in the middle of the parking lot nor allowed to walk to the building by themselves from any area except those designated. **You are welcome to pull into a parking space, park, and walk your student into the building. You are also welcome to pull into a parking space, park, and come into the building to pick up your student.**
- The dismissal for **Elementary School begins at 3:00 pm for Kindergarteners** and **3:15 pm for Grades One through Four.** **The dismissal for Upper School (grades 5 – 8) is at 3:30 pm.**

Parents are to stay in their cars during dismissal unless they leave the carpool lane and park their cars. This is being done to ensure the safety and security of all of our students.

Late Pick Up

Parents who arrive late for dismissal, after the car line is empty, will be assessed a late pick up fee. After five late pick up fee assessments, parents will be referred to the School Counselor for withdrawal consideration. After dismissal, staff members are already committed to using their time after school for meetings, conferences, and lesson planning, and are generally not available for unscheduled visits.