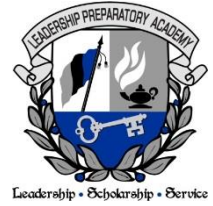


LEADERSHIP PREPARATORY ACADEMY

6400 WOODROW RD. ● LITHONIA, GA 30038 ● 404.665.3103

P. O. Box 835 ● LITHONIA, GEORGIA ● 30058-0835

WWW.LEADERSHIPPREPARATORYACADEMY.ORG



Leadership Preparatory Academy Arrival and Dismissal Procedures 2019-2020

These procedures are designed with the anticipated traffic flow in mind. Because the safety of our students is paramount, the Arrival and Dismissal Procedures may be adjusted to ensure their safety. We ask for your patience with both morning arrivals and afternoon dismissals. These changes are being implemented to accommodate the filming of movies, new traffic patterns and to also provide covered shelter for our students where possible.

Arrival/Dismissal

- **GENERAL** - Students may arrive and enter the building as early as **7:50 a.m.** Please remember that it is the parents' responsibility to supervise their child until 7:50 a.m. and they have entered the building. Students must be in their classroom seats by 8:05 am to avoid being marked tardy.
- **KINDERGARTEN – ARRIVAL:** Students in **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.
- **FIRST THROUGH THIRD – ARRIVAL:** Students in grades **First through Fourth** will all 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).
- **FIRST– DISMISSAL:** Students in **grade First** will be picked up (DISMISSED) at the South Lobby (*Parking lot Section 1*)) covered area near the bookstore at 3:15 pm. Students picked up after 3:20 pm, will be considered late pick-ups and a fee will be assessed.
- **SECOND and THIRD – DISMISSAL:** Students in **Second and Third** grades will be DISMISSED at the Lower School main entrance. Students picked up after 3:20 pm, will be considered late pick-ups and a fee will be assessed. In the event of inclement weather, parents will park their vehicles, and retrieve their scholar from the homeroom class.
- **FOURTH through EIGHTH – ARRIVAL:** Students in **Fourth, Fifth, Sixth, Seventh and Eighth** grades will ARRIVE and enter through the main entryway of the Upper School near the circular driveway only.
- **FOURTH, FIFTH and SIXTH – DISMISSAL:** Students in **Fourth, 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.*

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- **SEVENTH and EIGHTH – DISMISSAL:** Students in **Seventh and Eighth** grades will be DISMISSED at the South Lobby (*Parking lot Section 1*) 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 on 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).
- **SEVENTH and EIGHTH – DISMISSAL from the STEM Building:** - Students who are in **Seventh and Eighth Grade** whose last period is in the **STEM Building** will be dismissed from the STEM Building at the Unassisted stairway entrance (#2) of the STEM Building. In the event of inclement weather, parents will need to park at the *handicap entrance (#1)* of the STEM Building, and come into the STEM Building to then escort their scholar directly to their car. 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.



- **KINDERGARTEN** through **FOURTH:** Students who are arriving or being picked up by a **SHUTTLE** (day care vans, cabs, transportation companies, etc.) will drop off **and pick up** in the front of the Lower School (K-3rd Grade) **in the car pool lane**. Shuttle (day care vans, cabs, transportation companies, etc.) riders are supervised by staff, and are then escorted to their bus/daycare van.
- **FOURTH** through **EIGHTH:** SHUTTLE riding **FOURTH** through **EIGHTH** grade students, **SHUTTLE** vehicles will *proceed to the Upper School to the traffic circle east of the main entrance of the church and 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. After picking up elementary students proceed directly past steeple and make immediate right into the circular drive (beside the church) to pick up 4th 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 **Lower School begins at 3:00 pm for Kindergarteners** and **3:15 pm for Grades One through Four**. **The dismissal for Upper School grades FIFTH (5th) – EIGHTH (8th) is at 3:30 pm.**

Parents are to remain 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 and other pedestrians.

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 in any school year, parents will be referred to the School Counselor for a recommendation to the Governance Board 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.