

## Leadership Preparatory Academy

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[www.LeadershipPreparatoryAcademy.org](http://www.LeadershipPreparatoryAcademy.org)



## Leadership Preparatory Academy Arrival and Dismissal Procedures 2020-2021

*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. The plans being implemented are design to accommodate social distancing guidelines.*

**GENERAL** - Students should arrive and enter the school based on the arrival schedule listed at the end of this document. It is important that we continue with the physical distancing guidelines from the Centers for Disease Control to ensure the safety of our students.

Arrival	Dismissal – Staggered for Safety	Dismissal Zone
Kindergarten @ 7:30 am	Kindergarten @ 2:30 pm	Lower School Front
First @ 7:45 am	First @ 2:45 pm	Lower School Front
Second @ 7:50 am	Second @ 3:00 pm	Lower School Front
Third @ 7:50 am	Third @ 3:00 pm	Lower School Front
Fourth @ 7:50 am	Fourth @ 3:00 pm	Upper School Yellow Zone (Hydrant)
Fifth @ 7:50 am	Fifth @ 3:00 pm	Upper School Green Zone (Stem Lab)
Sixth @ 8:00 am	Sixth @ 3:15 pm	Upper School (Circle Red Zone)
Seventh @ 8:10 am	Seventh @ 3:15 pm	Upper School Yellow Zone (Hydrant)
Eighth @ 8:10 am	Eighth @ 3:30 pm	Upper School Green Zone (Stem Lab)

We endeavor to become the highest performing charter school in the nation."

Join us on the journey at [www.LeadershipPreparatoryAcademy.org](http://www.LeadershipPreparatoryAcademy.org)

**DISTRIBUTED AND POSTED ON WEBSITE: July, 2021**

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## **LOWER SCHOOL ARRIVAL**

(Kdg., 1st, 2nd, and 3<sup>rd</sup> Grades)

- **KINDERGARTEN - THIRD GRADE-** Students in **Kindergarten THROUGH Third Grade** 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)

## **LOWER SCHOOL DISMISSAL**

*Using the Curb Smart app, enter your child's unique pick up number. Your child will be monitored as they exit the building. Please exit your car and provide assistance to your child as they enter into your vehicle.*

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## **UPPER SCHOOL ARRIVAL**

(5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grades)

- **FIFTH AND SIXTH GRADES** – Students in **Fifth and Sixth** grades will ARRIVE and enter through the doors near the locker entrance (STEM LAB). ZONE (RED)
- **FOURTH AND SEVENTH GRADE** – Students in **Seventh** grade will ARRIVE and enter through the side door near the picnic tables and the fire hydrant. ZONE (YELLOW)
- **EIGHTH GRADE**– ARRIVAL Students in grade Eighth will ARRIVE AND enter through the main entryway of the Upper School near the circular driveway only. (GREEN)

## **UPPER SCHOOL DISMISSAL**

- Using the Curb Smart app, enter your child's unique pick up number. Your child will be monitored as they exit the building. Please exit your car and provide assistance to your child as they enter into your vehicle. The staggered dismissal is essential to ensure physical distancing. 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).
- **FOURTH – DISMISSAL** Students in **Fourth** grade will be DISMISSED near the STEM LAB at 3:00 pm. Using the Curb Smart app, enter your child's unique pick up number. Your child will be dismissed from the classroom once the unique number appears on the teacher's screen. ZONE YELLOW
- **FIFTH – DISMISSAL** Students in **Fifth** grade will be DISMISSED near the STEM LAB at 3:00 pm. Using the Curb Smart app, enter your child's unique pick up number. Your child will be dismissed from the classroom once the unique number appears on the teacher's screen. ZONE GREEN
- **SIXTH – DISMISSAL** Students in **Sixth** grade will be DISMISSED at 3:15 pm near the front of the school. Using the Curb Smart app, enter your child's unique pick up number. Your child will be dismissed from the classroom once the unique number appears on the teacher's screen. ZONE RED

- **SEVENTH - DISMISSAL** Students in Seventh grade will be DISMISSED at 3:15 pm near the picnic tables and fire hydrants. ZONE Yellow. Using the Curb Smart app, enter your child's unique pick up number. Your child will be dismissed from the classroom once the unique number appears on the teacher's screen. ZONE Yellow
- **EIGHTH – DISMISSAL** Students in Eighth grade will be DISMISSED at 3:30 pm near the front of the school. Using the Curb Smart app, enter your child's unique pick up number. Your child will be dismissed from the classroom once the unique number appears on the teacher's screen. ZONE GREEN

## TRANSPORTATION SERVICES



- **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-4th Grade) **Zone PURPLE**. Shuttle (day care vans, cabs, transportation companies, etc.) services will need to enter the unique number of each student the service is picking up. The students will exit the door near the fire hydrant and labeled Zone Purple
- **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 4<sup>th</sup> through 8<sup>th</sup> grade students. The shuttle services will need to enter the unique number of each student the service is picking up.

### 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 Dean of Students 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.