

2023-24 School Drop Off and Pick Up Reminders

ARRIVAL (Drop Off)

The school day begins promptly at 7:45 a.m. Students are able to enter the building at 7:30 a.m. Students may go onto the playground for supervision upon arrival. Breakfast will have a fee of \$1.85 this year. A bell will ring at 7:40 a.m. to signal students to head to their classrooms. A final bell will ring at 7:45 a.m. Children who arrive after 7:45 a.m. and up to 8:35 a.m. will be marked tardy. Children arriving after 9:30 a.m. will be marked as a half day morning absence.



* Cars should travel south on Longacre Rd. to enter the Circle Drive

*Cars are encouraged to drive west on Community Place for Playground drop off.

Arrival by Car

Children who arrive by car are to be dropped off on the east side of the building off of Longacre Road no earlier than 7:30 am. Students who are opting for breakfast should be dropped off in the Circle Drive where a supervisor will meet them and direct them to the cafeteria. This entrance will also be used for all students who arrive later than 7:40 am. Students not opting for breakfast will be dropped off at the southeast driveway, across from Community Place, which leads directly to the playground no earlier than 7:30 am. Please note that there is two-way traffic on Longacre Road. There is no adult supervision on the playground until 7:30 am. At 7:40 am, a bell rings, and all children on the playground will be directed into the building and to their classroom.

Cars should join one of two separate loops:

- Circle Drive drop off line will travel South on Longacre Rd., then cars will turn LEFT out of the Circle Drive to travel North on Longacre Rd.
- Playground drop off line will travel West on Community Place, and then South on Longacre Rd. **THIS ZONE IS JUST FOR DROP-OFF, NOT PARKING. If your child needs assistance exiting the vehicle, or you want to walk your child to the playground please park in the main parking lot.**
- The TWO LINES DO NOT CROSS. See map above.

Arrival by Bus

Buses drop students off at the entrances on the west side of the building, in the West parking lot off of Lombardy Road. Students will either enter the building for breakfast in the cafeteria or will go directly to the playground until the bell rings at 7:40 a.m. to head to classrooms.

Arrival by Bike/Walking Up

An email to the principal, ajoseph@foxbay.org, is required indicating that your child will be riding his or her bike to or from school, or walking, if unaccompanied by an adult.

Bike riders may enter our campus from one of two places. If they are entering the property from the west side, we encourage students to use the path we created off of Lombardy Rd. beside the exit to the West Parking lot. They would then ride past the large baseball field on the sidewalks on our property. If they are entering from the east side of the property, we encourage students to enter the driveway by the SE bike racks, and there will be a staff member standing there to get students out of cars.

Children who choose to ride bikes to school should park and lock their bikes on the racks near the playground or near the circle drive. For safety, all children should wear bike helmets and should walk bikes on school grounds. Bikes are expected to be licensed and in good running condition. The school and school district are not responsible for any losses or damages incurred to bicycles or other property.



K4 PM and YMCA Aftercare

Parents/guardians of the afternoon K4 students should be dropping off their children by 11:35 a.m. in the back (WEST lot). We will have staff members there to greet you and your students.

Please remember to send a note with your child if their end of the day routine (pick up) will be different than usual. If you forget to send a note or there is a last minute change you may call the office to arrange for pick up. Please contact the office before 1:00 PM so that there is ample time to contact their teacher.

DISMISSAL (Pick Up) - Families should confirm with their child's teacher at Meet & Greet their child's transportation plans for the first day of school.

Students in morning kindergarten classes are dismissed at 10:45 am. All other grades are dismissed at 2:35 pm. Children who leave school prior to the regular dismissal time need to have a note given to their teacher and also be signed out in the office.

Dismissal by Car or Walk Up

Families are invited to drive through the Circle Drive from the north OR park their cars in the East parking lot and queue in a walk-up line adjacent to the parking lot. Family members are asked to bring the **NEON GREEN colored sign** with their LAST NAME to dismissal and display in a front window. For safety purposes, students will remain in the school gym until their name is called by a staff member on a walkie-talkie.

Dismissal by Bus

Buses board on the west side of the building off of Lombardy Road. Staff members will be present to supervise buses. Written permission is required for students to ride a bus or to be dismissed to a bus stop other than their own.

Change in Dismissal Plans

A note is required if departure plans differ from the norm. In an effort to keep all children safe and to allow for ample notification, this indication must be submitted to the teacher and office **no later than 1:00 p.m.** Call the school office at 414-247-4102.

Thank you for your understanding and cooperation in helping to keep our children safe.