



ARRIVAL

7:45-7:55 a.m.	
Staff members on supervision	
Door 1 & 2	Drop-offs and walkers for Grades 3 to 6
Doors 1, 2 & 3	Drop-offs and walkers for high school students
Door 9	Drop-offs and walkers for Kindergarten, Grades 1 and 2
Late Arrivals	Door 1 (main entrance) only to log arrival
Visitors	Appointment required. Use Door 1 (main entrance) after 8:15 a.m. only. All visitors must log arrivals upon entry. Follow onsite procedure.
Daycare	Daycare arrivals are at Door 9 before 7:30 a.m. After 7:30 a.m., all arrivals must follow the assigned doors listed above.

DISMISSAL

2:35-2:45 p.m.	
Staff members facilitating dismissal with each group	
Buses	Bussed students board all buses in the back of the school. Parents are not permitted in the school yard.
Door 1	Pick-ups and walkers for Grades 3 and 4
Door 2	Pick-ups and walkers for Grades 5 and 6
Doors 1, 2 & 3	Pick-ups and walkers for Secondary
Door 9	Pick-ups and walkers for Kindergarten, Grades 1 and 2
Daycare	Dismissal done within the school. Pick-ups after 2:45 p.m. at Door 9. Please do not arrive before the busses have left.
Emergency pick-ups	Door 1 (main entrance), follow on-site procedures.
Visitors	Appointment required. Use Door 1 (main entrance) after 2:45 p.m. only. Follow on-site procedures.