

## **DROP OFF AND PICK UP PROCEDURES FOREST PATH ACADEMY 2017-2018**

To ensure the safety of all students, parents may NOT to come in the building, but instead should drive up to pick up and drop off children. Parents may walk up to the building but not come in. This is to ensure the safety of all of the children, and allows us to start class promptly without interruptions.

### **DROP OFF PROCEDURES:**

**THE BUILDING WILL BE LOCKED UNTIL 9:00. Homeroom/Drop Off is 9:00-9:10. Classes start at 9:15. Students will not be allowed in before 9:00.**

Students may not arrive early as there is not supervision for them at that time.

- Pre K, Kinder, and 1<sup>st</sup> should enter at the Pre K entrance on the LEFT
- Grades 2-High School should use the regular entrance on the RIGHT
- If your child is taking Algebra 2 starting at 8:30, please drop them off at “The Party Spot” which is where their class will be.

### **IF YOUR CHILD IS LATE:**

Please come to the PreK entrance as the other door will be locked.

### **PICK UP PROCEDURES:**

**ALL STUDENTS will be released at the PRE-K entrance.**

We will make sure students have all their items. Drive up and we will send your child out to your car. You can also choose to park and walk up and wait outside at the door. We have added a short “home room” period from 4:00-4:15 so that the students have plenty of time to gather their items and also straighten up their desks so we don’t have to cut the last class short. Pickup will begin at 4:10.

### **IF YOU NEED TO SPEAK TO YOUR TEACHER**

If you have a question about your child’s work or a billing questions and need to speak to Sarah, you MUST call or text to schedule a time to come in. Please do not come in at pick up time on Tues or Thurs to try to find Sarah. She has piano and music classes starting immediately after class at the end of the day and cannot speak with you then. Parent meetings are available on Mon or Wed and we will schedule a time to talk with you right away.