

## Procedures for Before and After School

### Start to the School Day Procedures

7:30 Pastor and teachers in staff devotions

7:45 Doors Open for students and parents to enter

Note: If students or parents arrive before 7:45, please wait between the two sets of entry doors until the 7:45 am bell.

7:55 Warning Bell--Classes begin at 8:00. At this time, we ask parents to exit classrooms so that teachers can begin their opening procedures. Please note, some procedures begin with the 7:45 am bell.

8:00 Doors Close, Classes Begin

Note: Doors to the classroom and teaching hallway will close. Students are expected in the classroom.

Parents are asked to leave the school unless an appointment has been made with the Pastor or Principal.

### Tardy Clarification

If a student is not in the classroom at 8:00 am, then the teacher should mark the student tardy. The teacher may use some professional discretion in marking a student tardy. After 8:15, students will be marked absent in accordance with the timing system stated in the Parent Handbook. If your child arrives after 8:00 am, he or she must check in the office before going down to the classroom.

### Ending the School Day Bell

3:05 Warning Bell--Prepare to End the School Day

Note: Announcements, Evening Prayer

3:10 Dismissal at approximately 3:10 or shortly after

### Pick up Procedures

After the closing announcements and prayers, students will be led to the parking lot. Please do not park in the center area during pick-up or pass other cars waiting to pick-up children. Parents should align their vehicles along the red line and wait for their child to enter the car. Please do not cross the red line to the side closest to the school building. Please use extreme caution when driving through the parking lot.

Note: Our Father's Lutheran Childcare Center is set up for before and after school care for families who must arrive before 7:45 a.m. and/or may not be able to pick up their child by 3:30 p.m. For questions regarding cost and registration, please contact the Childcare Center.