

# ALL SAINTS EPISCOPAL SCHOOL 2011 - 2012 DROP-OFF & PICK-UP PROCEDURES

## DROP-OFF

### **Lower School**

4K – 4th Grade

Drop off in front of Vaughn Hall or the Lower School porte-cochere  
*(please do not drop off where a child has to cross the street alone)*

Students may begin arriving at 7:30 a.m.

Students arriving between 7:30 and 7:50 a.m. must report to the:

*Student Center: 4K – 3rd Grade*

*Auditorium: 4th Grade*

Bell rings at 7:50 a.m. and students must report to their homeroom

Class begins at 8 a.m.

### **Intermediate School**

5th and 6th Grade

Drop-off at Vaughn Hall and report to the supervised area in the Cafeteria from 7:30 - 7:50 a.m.

### **Middle School**

7th and 8th Grade

Drop off at your preference. 1st period classes begin promptly at 7:45 a.m.

### **Upper School**

9th – 12th Grade

Drop off at your preference

1st Period bell rings at 8:05 a.m.

## PICK-UP (no siblings in other divisions)

***NOTE: Please stay in your car! This will speed up the pick-up process. Rolling down the passenger side window will help our teachers recognize you.***

***A reminder, older siblings in the Lower School (Grades 4K - 4) will be picked up at the youngest sibling's pick-up location.***

### **Lower School**

4K (Half Day)

Pick up at porte-cochere at 12 p.m.

4K (Full Day), 5K,  
and Primer

Pick up at porte-cochere at 3 p.m.

Vehicles should line up in one lane in front of Vaughn Hall, moving forward through the porte-cochere. ***Once you are in this line, you WILL NOT be able to get out of line. You will be forced to feed through with the traffic.***

1st - 2nd Grade

Pick up at sidewalk / steps in front of Lower School

***Vehicles should line up in one lane in front of Vaughn Hall. Once you are in this lane, you WILL NOT be able to cross over to the porte-cochere.***

3rd - 4th Grade

Pick up at Davis Gym

Vehicles should turn right at fork in the road, travel down toward Mewbourne Hall where you will proceed in two lanes of traffic that will wrap around in front of Rogers Hall and Davis Gym. ***Once you are in these lanes, you WILL NOT be able to get out of line. You will be forced to feed through with the traffic.***

**All 4K - 4th grade students not picked up by 3:15 p.m. will be sent to the appropriate Saints Care or Study Hall. Charges for these two services will begin at 3:30 p.m. Charge is \$12.50 per day or \$60 per week.**

4K – 2nd Grade Saints Care

3 – 5:45 p.m.

3rd – 4th Grade Study Hall

3 – 5:45 p.m. (Ms. Kirby's room - second grade hall)

Any student in Saints Care or Study Hall must be picked up and checked out by an adult inside the classroom. No child will be released to another child (sibling or otherwise).

### **Intermediate School**

5th – 6th Grade

Pick-up at Vaughn Hall at 3:20 p.m. **Note: a 10-minute delay from dismissal time has been suggested for students to be able to get to their lockers and cubbies and for traffic to clear from the earlier dismissal. If you arrive prior to 3:20, you will be caught in the Lower School dismissal traffic and asked to keep traffic moving by circling the campus.**

5th – 6th Grade  
Study Hall

3:10 – 5:45 p.m. (Ms. Wheat's art room - Genecov Hall)

All 5th & 6th grade students not picked up by 3:30 p.m. will be sent to Study Hall in Ms. Wheat's art room in Genecov Hall. Charges for this service will begin at 3:30 p.m. Charge is \$12.50 per day or \$60 per week. Any student in Study Hall must be picked up and checked out by an adult.

**Note: If you arrive on campus before the scheduled pick-up time, please stack in front of Mewbourne Hall until 3:40 p.m. to avoid obstructing the Lower School Davis Gym lines.**

### **Middle School**

7th – 8th Grade

Location and time of pick-up will be determined by the student's after-school activity. PE classes will dismiss at approximately 3:20 p.m. daily. Athletic practices will dismiss at approximately 4 p.m. When athletic contests are scheduled or practices are cancelled, student-athletes should be picked up in front of Davis Gym. Middle School students who are not picked up at the end of athletic practices or PE classes, have the option to report to Study Hall in Ms. Wheat's art room.

### **Upper School**

9th - 12th Grade

Pick-up at Rogers Hall from 4:20 - 4:30 p.m.

## **SAINTS CARE & STUDY HALL FEES**

Saints Care and Study Hall fees are \$12.50 per day, or \$60 per week. Any parent who leaves a child in Saints Care / Study Hall past 5:45 p.m. will pay a late pick-up fee according to the following schedule:

From 5:45 – 5:59 p.m., the parent will pay an additional \$10 per child

From 6:00 – 6:14 p.m., the parent will pay an additional \$20 per child

From 6:15 – 7:29 p.m., the parent will pay an additional \$40 per child

**The first time a parent is late, grace will be extended and the parent will not be charged. Any late times after that, the parent WILL be charged.**

## **SIBLING PICK-UP**

4K – 4th Grade

Siblings of 5th and 6th graders will be supervised until 3:20 p.m. and brought to the covered sidewalk by Vaughn Hall to meet their sibling and be picked up.

5th - 6th Grade

Siblings of 7th - 12th grade students must report to Study Hall in Ms. Wheat's art room in Genecov Hall.

Any student in Saints Care or Study Hall must be picked up and checked out by an adult inside the classroom. No child will be released to a child (sibling or otherwise).