

Entry Procedures:

8:35 am – The FDK play area will be supervised with 4 educators. Any parents in the area will be asked to leave the FDK play area for student safety. We thank you for your cooperation.

8:50 – FDK classes will line up and enter in the following order:

- 9A/9B
- 9C/9D
- 9E/9F

FDK team members will lead each class in. An FDK staff member will supervise the entry door until 9:00 am. If you are arriving after 9:00 am, please enter through the front doors and sign into the office.

Entry is a busy time. If you have important information to share regarding your child, please use the important bag or the social media app your educators use to communicate. At entry, we are focused on ensuring your child enters the school safely and begins their learning on a positive note.

Dismissal Procedures:

Our dismissal will be on a staggered schedule to ease congestion and to ensure students are released safely to their caregivers. You are welcome to meet your child in the FDK Pen area however we do ask you to wait patiently until your child is released by the educator team. Please do not call your child over. The educators will only release your child once they have made visual contact with you. If the educators are not familiar with the person picking up your child, they may be asked for identification or to wait for further instruction from office staff. Please do not be offended by this as it is only for your child's safety.

Please ensure you pick up your child by 3:15. Although the FDK area will be supervised until 3:25, it can be very distressing for a child to not be picked up as scheduled. On the rare occasion you may be late, please call the office and let us know so we can keep your child safe and comforted.

The FDK staggered dismissal schedule is as follows:

- 9A – 2:50
- 9E – 2:55
- 9C – 3:00
- 9D – 3:05
- 9F – 3:07
- 9B – 3:10

This schedule is not a rigid schedule but rather a guideline to minimize the congestion in the FDK play area. Students will be supervised and no one will be left unattended in the play area.

However, we do request that you support us in keeping your children safe by waiting for the educators to release your child. Once your child has been released to you, please exit the FDK area quickly.

Our priority at entry and dismissal is to ensure your child is entering and exiting the school safely and in a positive way. We may not be available to discuss issues at dismissal however we are more than happy to make arrangements to discuss things at a time when our attention can be focused on you.

Thank you again for your support and for respecting our school procedures. All procedures and routines we have in place are to ensure student safety. Your child is our priority!

If you have any questions or concerns do not hesitate to contact us.