

ARRIVAL

1. All students are required to wash hands with soap and water before entering the classroom. Parents/guardians must escort their child(ren) to the restroom to use the bathroom and wash hands.
2. Adults/guardians/caregivers/teachers enter the arrival time on the attendance sheet daily.
3. Students and siblings must remain with the parent/guardian at all times.
4. For students arriving at 9:00 am, parents will bring children into the church sanctuary. (children in the Panda and Koala class may start in the classroom – please follow what teacher shares with you for dropping children off) Early drop off children who come for 8:30, may go directly to classrooms.

If you arrive late, please bring your child to his/her classroom after using the bathroom and hand-washing, and notify the teacher that your child has arrived. The library will be available for reading, should you arrive early (providing no meetings are scheduled at that time). **Parents need to remain with children until teachers welcome them into the classroom.** Parents are responsible for their **child and siblings** before and after classes. Please keep them with you at all times and do not let them go into other areas of the building without you.

DISMISSAL

1. Parents/guardians/caregivers should gather in the designated gathering spaces before dismissal times.
 2. Students will be dismissed one by one to parent/guardian or authorized adult, as listed on the Emergency Form.
 3. Parents/guardians/teachers enter dismissal time on attendance sheet.
 4. Check mailboxes for important messages and child's work/projects. Students in the downstairs classroom collect their own mail and place in backpack.
- If on occasion, you must pick up your child early for an appointment, please notify the teacher during the arrival time and come into the class to get your child.
 - If you are running late for pick-up, please call the school and leave a message. We understand that there are occasions where you may be prevented from arriving to school on time for dismissal. Please become familiar with alternate routes to the school and program your cell phone with our phone number (589-0545). The Director will schedule a meeting with parents who are continually tardy for dismissal. A late fee will be assessed if deemed necessary after sufficient warning.
 - If your child is going home with anyone other than your usual scheduled driver, please give the child's teacher a note at the beginning of the school day. Each note should include the child's name, name of person picking up the child, and parent's signature. Please add the authorized adult to the **Emergency Form** (see Director or Administrative Assistant) if not already listed. For a short-notice change in pick-up routine, please call the school with the information, provided that the adult is already on the Emergency Form as an authorized pick-up person. **All newly designated pick-up persons will be asked to show identification if not known to the Chapel School Staff.** Children will not be permitted to leave without an authorized adult.
-