

Arrival & Dismissal Procedures

Arrival and Dismissal

Car riders will be dropped-off and picked-up at the front of the school. We ask parents to remain with their students if they arrive prior to 7:10 to ensure students are not left unmonitored.

Campus doors will open at 7:10 for students to walk to class and for breakfast. The tardy bell rings at 7:30. At

7:30 all students should be in class ready to start the instructional day. Students still arriving at 7:30 or later will be tardy.

Parents wishing to speak with teachers; we ask that you contact the teacher via email, class dojo or call the office to schedule a parent teacher conference.

Cafeteria Entrance is for bus riders from 6:50-7:15. Bus riders will be dropped-off utilizing the bus loop at the cafeteria/side entrance of the school. Parents may not drop-off students before 7:15. Parents may start dropping off their students at the cafeteria entrance between 7:15 and 7:30. Cafeteria is ONLY for car rider drop-off. Parents may not park in the teacher (cafeteria) parking lot.

Changes to Means of Transportation

- Parents wishing to call-in to change their child's means of transportation for the day are required to call the front office (512-268-8502).
- **Please DO NOT call or message the teacher**
- We also ask that you make any transportation changes by 1:00 p.m. each day.
- Transportation changes after 1:00 will require administrator approval.

Parents Picking up Students

Parents wishing to pick up students must do so before 2:00 p.m. Parents arriving after 2:00 p.m. will have to get clearance from administration.

● Parents/family members picking-up car riders must have Car-Rider Cards issued to parents to verify you are a person who can pick-up your student.

● If you do not have the Car-Rider Card you will need to park and wait for the office to verify you are authorized to pick up the student.

Parents/family members picking-up car-riders must wait in the car-rider line.