

# Front Office Reminders

- All car riders will be dropped off and picked up in the front car rider loop.
- No drop offs prior to 8:15 am unless enrolled in early morning care for \$5.00 a week
- Do not park in the car rider loop
- **Students will not be signed out after 3:10 pm.**
- **Students should be picked up no later than 4:15 pm. Those students who remain on campus after 4:15 pm will automatically be placed in aftercare and be charged \$5.00 per day.**
- Phone calls **will not be** transferred directly into classrooms; students **will not be** called out to speak on the phone
- **All transportation changes must be submitted in writing (note, fax, or email). No changes will be made by phone call**
- Please have ID when signing student's out and the person must be on the contact list of the student in order to sign them out
- All visitor's must sign in through the front office with an ID
- Walkers must leave campus promptly at 3:45 pm

