

SCHOOL ARRIVAL AND DEPARTURE

The playground is supervised in the morning beginning at 8:40 a.m. for student drop-off, and in the afternoon until 4:10 p.m. for student pick-up. It is expected that your child not arrive on the school campus until 8:40 a.m. and be picked up by 4:10 p.m. (2:10 p.m. on Early Release Wednesdays). If a student arrives before 8:40 a.m. they have been asked to come into the foyer area until supervision is provided at 8:40 a.m. If this occurs more than once, parents will be contacted. Arriving students need to go directly to the playground on the north side of the campus (playground area). Unless other arrangements have been made, students should not be in the building until the first bell at 8:55 a.m.

We ask parents to refrain from visiting the classroom before school, unless prior arrangements have been made with the teacher. The before school time is part of the teacher's planning time to prepare learning for your child. When picking them up after school, please do so at their outside classroom door or select a designated meeting place. Siblings should plan to meet in a designated area OUTSIDE of the building. If they are in Kindergarten or first grade, we ask that older siblings meet at their outside classroom door.

Make plans for after school departure **before students come to school whenever possible**. Office staff is short handed in the afternoon and sometimes not available to convey after school instructions. However, we understand if a change of plans occurs. If that is the case and if at all possible, notify our office before 3:00 p.m. to relay this to your student before the bell rings.

At the end of the day our adult supervision ends at 4:10 p.m. (2:10 p.m. on Early Release Wednesdays) and students who haven't been picked up by this time will be taken to the school office to make phone calls for pick up. Students will need to go directly home after the 4:00 p.m. bell and may not stay to play on the playground.

If your child needs supervision before and/or after this time frame our Extended Hours Program provides before and after school care to Orchard Avenue students. Their hours of operation are 6:30 a.m. through 6:00 p.m. Enrollment registrations are available online at www.extendedhoursprogram.com. For further information on their rates and program please call Orchard Avenue Extended Hours at 970-234-6849 (cell) or their main office at 241-3603.

Students are outside before and at recess during the day. Be mindful of daily weather conditions and have your student dress appropriately for Colorado's cold and changing weather.

PARKING AND STUDENT DROP-OFF / PICK-UP

Safety is an important concern for all of us. Parents/guardians must utilize the designated and supervised drop off/pick-up area on the 19th Street (east side of the building). This area is accessed off Walnut Avenue. After school, the car line can appear intimidating; however, wait times are generally a matter of minutes. To ensure good traffic flow and safety, do not park your car in the drop off /pick up line, leaving it unattended for any reason, as this stops traffic. Please do not motion for your child to

get into your car while waiting on Walnut Street.

In the interest of student safety and respecting handicap parking, DO NOT USE the following areas to drop off or pick up your child:

- **In front of the school on Orchard Avenue** (bus loading zone/handicap parking)
- **Bus loading zone, 17th Street** (yellow painted near gate area)

Walnut Avenue is an available option along the sidewalk for parking and walking to your child's outside door to the classroom.

West Parking Lot (off 17th street)

This parking lot is intended for kindergarten parents to park and walk their student to the kindergarten door, for visitors to our school, or for families that are wanting to park and wait at their child's outside classroom door. This parking lot is not intended for cars to wait in. Cars should NEVER stop in the middle of the parking lot and wait for a student to run to the car. Thank you for your understanding and safety of our students.

For safety reasons, we ask that the East & West parking lots are **closed** in the morning from 8:30 – 9:00 a.m., then again in the afternoon from 3:30 – 4:00 p.m. Adult supervision ends at 4:10 and students who haven't been picked up by 4:10 p.m. are returned to the school office to make phone calls home and be picked up.

