



ARLINGTON
COMMUNITY ACADEMY

Arrival & Dismissal Procedures

• Arrival Procedures •

1. **Regular School Hours:**

- Kindergarten through 2nd Grade promptly starts at 8:10 am and dismisses at 3:30 pm.
- Pre-K promptly starts at 8:30 am and dismisses at 3:00 pm.
- Please be sure your student is consistently dropped off and picked up during these times.

2. **Before School Care is from 7:00-8:00 am.**

- Please enter school through primary front door and sign-in student inside cafetorium.
- Parents and students arriving before 7:00 am must wait in their car until supervision starts at 7:00 am.
- Our fee is \$40 per month for children arriving prior to 7:50 am. Pre-K children enrolled in the Full-Day program may attend before school care.

3. **Daily Breakfast**

- For enrolled Before Care students arriving prior to 8:00 am, a healthy breakfast is available for purchase (free and reduced prices will apply).
- Students not enrolled in Before Care can enter the cafetorium at 7:50 am for breakfast (free and reduced prices will apply).
 - Pre-K students should be escorted into school and signed-in. Parents can leave after their child is properly signed-in.
 - K-2nd Grade students should be dropped off at the front door.
- Serving promptly stops at 8:00 am. Please arrive before this if you want your child to have breakfast.
- Parents can also enjoy breakfast with their child for a nominal fee.

4. **Late Arrival**

- Students arriving after the designated start time (8:15 for K-2nd / 8:30 for Pre-K) are tardy.
- Tardy students must report to the Front Office to have his/her name removed from the Absentee List and to receive a Class Admission Slip.
- Teachers keep formal classroom attendance and report it to the Front Office. This information is then reconciled with the Absentee List, with follow-ups on any differences.

On the first day of school only, all parents/guardians are invited to accompany their child to school.

- For grades K-2nd, you will join us for our morning prayer and welcome gathering and then walk your child to his or her classroom.
- For Pre-School children, you can walk your child to his or her classroom, beginning at 8:10 am.

All parents/guardians escorting children to the classroom are respectfully asked to leave promptly and quietly so teachers can begin their morning routine.

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● Dismissal Procedures ●

1. **Scheduled Pickup**

- Pre-K students are required to be picked up from their assigned classroom at 3:00 pm. Parents that arrive after 3:00 pm will be charged a \$25 late fee.
- Kindergarten through 2nd Grade students should be picked up in the car line at 3:30 pm, with the last child in their parent's car by 3:40 pm. Parents that pick up after 3:40 pm will be charged a \$25 late fee. **Important:** Parents, guardians or other authorized adults picking up K-2nd Grade students are not able to go directly to their classroom.

2. **Authorized Pickup Assignments**

Keeping your child safe is our top priority so these rules will be strictly followed by all ACA Staff.

- Before school starts, parents or guardians are required to provide clear and complete documentation of:
 - How their child will get to and from school
 - Include names and familial relationship
 - Others approved for pickup and their relationship to student
 - Afterschool care directions
- If normal student pickup plans change, the parent or guardian must call the Front Office AND send a note to the classroom teacher advising him/her of the change.

3. **Appointments**

- Doctor and Dentist appointments should be scheduled outside of school hours when possible.
- Please check the School Calendar for school closures and early dismissal days when scheduling appointments. Current information is posted on our website: www.acajax.org.
- If your child has an appointment during school hours, please come to the Front Office to formally log his/her departure from campus.

Please contact us if you have any questions or concerns about Arrival & Dismissal Procedures.

Thank you for being part of ACA!