

St. Luke School

Arrival and Dismissal Procedures

Arrival:

Kdg. and 3rd & 4th at Church – Students should be dropped off at the covered entrance between First Baptist and St. Luke between 8:10 – 8:30. A teacher or teacher assistant will greet the students at the door and make sure they get to the classroom. Attendance is taken in the class at 8:30 and after that time students will be considered tardy and must be signed in at the receptionist desk for a tardy slip.

Kdg. at the ELC – Students should be brought to the ELC and allowed to walk to their classrooms between 8:10 – 8:30. Teacher assistants are on duty during that time to assist students in getting out of the cars and into the building at the covered front entrance to the ELC. Teachers will be on duty in their classrooms to greet children and will begin their day at 8:30. Please stop by the reception desk to get a tardy slip if the student arrives after 8:30.

1st – 3rd at the School – Students should be dropped off at the covered side entrance between 8:10 – 8:30. This is the only entrance during arrival time and the students will be greeted by the principal or other school personnel. Students should go directly to class which will start promptly with morning intercom announcements at 8:30. Tardy students must report to the school secretary for a tardy slip.

5th at the Ministry Center - Students should be dropped off at the covered entrance between 8:10 – 8:30. Student safety patrols will assist in arrival of students through the double doors.

6th – 8th at the Middle School – Vehicles should enter the parking/drive area from 2nd Avenue and students should be dropped off at the covered entrance between 8:10 – 8:30. Student safety patrols and school staff members will assist in arrival of students through the double doors.

Students participating in the before school program will be offered breakfast until 8:10 and will line up to be walked to the appropriate building at 8:15.

ALL PARENTS WISHING TO VISIT A CLASSROOM AT ANY OF THE SCHOOL LOCATIONS MUST HAVE A VISITOR'S PASS AFTER 8:30

Dismissal for all students will begin at 3:15:

All Grades – Parents should remain in cars and drive under the covered area at the building from which they are picking up. Dismissal from each building is monitored by school staff. Please do not block the street at any of the buildings – you may have to circle the block if the traffic has overflowed the parking lot.

Due to the number of students dismissing from the 318 Building, the lobby will no longer be a gathering place for parents to meet their children.

Traffic Flow:

Refer to the St. Luke School website for our color coded traffic flow map.

Note Siblings/carpools will be reunified by written request only (see form on SLS website).

Please be patient with us as we iron out all the scheduling issues involved in dismissing over 540 students and making sure all are in the right location and properly supervised. If our plan does not work WE WILL CHANGE IT!

Thanks,

