



## Arrival/Dismissal

We ask that drop-off, especially, be adhered to so as to be considerate of our teachers and that lessons begin promptly and on time. It is not always conducive to accommodate late arrivals observing the occasional extenuating circumstances.

### **Arrival:**

All children are to arrive between 8:45am-9:00am. Please bring your child to the front door of your child's building (Side door of Church building for Tots/2's - North door of Fellowship Hall for 3's & VPK). A staff member will greet you at the door. The doors will be locked at 9 am. If you are late, please knock on the door or call the office at 904-238-6444 and a staff member will meet you at the door as soon as we can. Please note that we are all in classrooms at 9 am.

### **Dismissal:**

At 11:55am we will begin dismissal. Tots/2's will be dismissed from the same door. 3's & VPK will be dismissed from the south door (closest to the playground) of the Fellowship Hall. If you are late, please call the office at 904-238-6444 or send us a message via HiMama so that we can make arrangements for late pick-up. Lunch Bunch will be dismissed the same way at 12:55pm.