

Dear Parents/Guardians,

Thank you for your constant support and flexibility as we approach the first day of school. Please see the guidelines below regarding drop off and pick up.

Arrival Procedures

In the morning, parents should drop off their students at the Parish Hall doors. The parish hall doors are located in the back of the building. There will be cones out to guide you as you pull around the parking lot. We are adjusting our drop off time slightly to further support a speedy drop off process.

If you have an elementary school student (K-4), please plan to drop them off at 8:20.

If you have a middle school student (5-8), please plan to drop them off at 8:30.

If you have students in both grades, we kindly ask that you drop them off at the 8:30 time.

Preschool drop off will begin at 8:55. Please be reminded that preschool does not start until September 14th.

When you pull up to us at the Parish Hall doors, please roll the window down so that we can complete a temperature scan of your child. Then, we will open the car door to allow students to enter the building. Students will report regularly directly to their classrooms. On the first two days of school, students will be directed to find their teacher (who will have a sign and be looking for their students) on the athletic fields. The health screening survey will be sent home daily at 5AM so that you have plenty of time to complete it prior to arrival. You must complete the survey for each of your children before they are permitted to enter the school.

Dismissal Procedures

Students will be dismissed on a staggered schedule.

Preschool and Kindergarten students will be dismissed at 2:45. Preschool will dismiss from the Breezeway doors and Kindergarten will exit through the gym doors. Parents should pull up the same way that they do during arrival and will be directed by an Academy staff member. When you pull up, **please tell us your child's name and be prepared with your driver's license** for the first few weeks until we get to know the faces of all of our amazing families. If you have a child in another grade, please park in the lot in the back of the school to wait for your other children to be dismissed.

Students in grades 1 through 4 will be dismissed at 2:55. Parents should pull into the parking lot at that time and park in the lot in the back of the school. Teachers will escort students to designated areas to remain socially distant as we wait for our parents to arrive to pick their children.

Students in grades 5-8 will be dismissed at 3:00. They will also be escorted to the parking lot by their teacher where they will remain socially distant awaiting their parents.

We ask that all parents wear a mask during pickup. As you park you may exit your car to pick up your child, but please follow social distancing protocols and remain at a six foot distance from anyone else.

Before and Aftercare

Before and Aftercare are available from 7AM and 7PM at an annual rate of \$2,900. **Please know that drop in services will only be available with 24 hour notice.** If you plan to use before and aftercare on a part time basis we will not be able to accommodate last minute requests due to the planning required to provide social distancing measures. If you would like to register for aftercare, please complete the forms listed on our website and provide them to us by emailing them to secretary@theacademyolp.org.

We truly appreciate your ongoing support and are looking forward to a successful start to the school year.

See you soon!

Dr. Hart