Arrival Procedures

Our first bell rings at 8:45 AM, when students may report to their classrooms.  Students may not be dropped off at school before 8:45 AM unless they are enrolled in the YMCA Early Arrival Program.  Students who are not enrolled in the YMCA Early Arrival program should remain in their cars with their parents until the 8:45 AM bell.  Students who walk or ride bicycles to school should not arrive before 8:45 AM.

Breakfast begins at 8:45 AM. Students should be in their classrooms by 9:15 AM.  Students who arrive after 9:15 AM are tardy. After 9:15 AM parents should bring their child into the office to check in and receive an admittance slip.  It is best for students to arrive at school before 9:10 AM so that they can be seated before the bell rings.  Late arrival into the classroom, after the tardy bell, puts children at a disadvantage because they miss classroom instruction.  Teachers lose time from scheduled learning activities when they must stop to repeat instructions for children who are late.  We appreciate your efforts in ensuring that your child arrives at school on time.

**There are three arrival procedures at Olive Chapel; bus, carpool, and walkers (those walking from their neighborhoods to the school).  We ask that parents not park in the gravel parking lot and “walk” their children to school.  Please use one of these three methods to help with our safety procedures.  Thank you.**

**Buses**will arrive at the bus loop in front of the main building and enter by the front doors. Buses will unload no earlier than 8:45 am and staff members and student safety patrols will direct students to the building.   Parents of students with special needs may also drop their children off in the bus loop.

**Carpoolers and Daycare van riders** may be dropped off only in the carpool lanes (in front of the gym) between 8:45 and 9:15 a.m. where they will be directed into the building by staff members and student safety patrols.

* Please follow the designated traffic flow.
* Pull all the way forward before allowing students to exit vehicles.
* Do not exit your vehicle in the carpool lane, pull to the left and exit in that lane.
* Please have your child exit from the passenger side.
* STUDENTS MAY NOT BE DROPPED OFF PRIOR TO THE 8:45 BELL.

Be courteous to pedestrians.  If pedestrians are waiting to cross the carpool lane, please stop.**For the safety of our students, please do not use cell phones in the carpool lane.**

**Carpool Procedures**

**Carpoolers and Daycare van riders** may be dropped off only in the carpool lanes (in front of the gym) between 8:45 and 9:15 a.m. where they will be directed into the building by staff members and student safety patrols.

* Please follow the designated traffic flow.
* Pull all the way forward before allowing students to exit vehicles.
* Do not exit your vehicle in the carpool lane, pull to the left and exit in that lane.
* Please have your child exit from the passenger side.
* STUDENTS MAY NOT BE DROPPED OFF PRIOR TO THE 8:45 BELL.

Be courteous to pedestrians.  If pedestrians are waiting to cross the carpool lane, please stop.**For the safety of our students, please do not use cell phones in the carpool lane.**

For the safety of students and adults, all families who drive their children to school should drop their kids off in the carpool lane.  Adults should not use cell phones or text while waiting in or moving through carpool. Stay in the right lane and proceed to the designated drop-off area. Please stay in a single line and follow the directions of the adults on duty.  As a matter of courtesy do not attempt to drive around or pass cars.  Students may only be dropped off or picked up in the carpool area.  Please do not enter the building to pick up students in carpool.  Staff members will have students ready for pick up.  Additionally, please do not park your car in the car pool lane and leave it unattended because this creates a fire safety violation.  Morning drop off will begin at 8:45 AM.  Students must be picked up in the afternoon by 4:10 PM.  After that time, students will need to be picked up from the main office.

**Walkers Procedures**

**There are three arrival procedures at Olive Chapel; bus, carpool, and walkers (those walking from their neighborhoods to the school).  We ask that parents not park in the gravel parking lot and “walk” their children to school.  If you are walking to/from school, please follow our safety procedures.  Thank you.**

**Walkers must be accompanied by an adult, unless they are a 4th or 5th grader with a signed “Walker Agreement” form.  These can be downloaded with the links below.  Students must have their associated "walkers" tag with them each day.**

Bus Procedures

Unless we receive written instructions from you to the contrary, we will always send your child home on his or her regular bus.  Any transportation changes must be requested in writing by a parent or legal guardian.  Please submit these written notes directly to your child’s teacher in the morning.  If a child will not be riding his/her daycare van, please also notify your daycare provider. If you have an unexpected transportation change that you can’t request in writing, please call the office as soon as possible ***before 2:30 PM*** and we’ll notify your child’s teacher.  **Please don’t send an e-mail to the teacher during the school day to request a transportation change.  Your e-mail may not be opened until after dismissal or the teacher may be absent that day.**

We are not able to accommodate requests for children to ride the bus home with other children.  Students cannot go home on buses other than the one to which they are assigned.  **If a child is going to another student’s home after school, please have the students carpool and make sure that written permission from both parents is provided to the school**.

The same behaviors that are appropriate in the classroom are appropriate at the school bus stop and on the school bus.  Riding a school bus is a privilege that may be revoked if rules are not obeyed.  **Bus drivers will NOT release a Kindergarten or 1st grade student at a bus stop unless a responsible person is present at the stop for that child.**

From time to time buses may break down, get behind schedule due to traffic, or have a substitute driver, which may make the bus late. Many times if a bus is running late in the morning we may not be aware of the problem.  If a bus has not arrived within 15 minutes of your usual pick up time please call Apex Friendship Transportation, (919)-805-3030, they may give you the information you need.

