

## Toddler

	LOCATION: LOWER GATE	COMMENTS
8:30 AM	AM Toddlers arrive	Parents park and walk children up and sign in using QManager
11:15 – 11:30 AM	AM Toddlers depart	Parents must park and come inside to pick up and sign out toddler using QManager
3:10 – 3:30 PM	All Day Toddlers depart	Parents must park and come inside to pick up and sign out toddler using QManager
AFTER 3:30 PM	Late Toddler students depart	Parents sign out in the classroom and pick up student. <b>\$20 fee per 15 minutes.</b>

## Primary (AM & All Day Students)

TIME	LOCATION: UPPER GATE	COMMENTS
8:30 AM	Primary arrivals	Teachers & Assistants will be at gate and sign in using QManager
AFTER 8:45	Late Primary arrivals	Parents check in at the office and sign in using QManager and walk students to their classroom
11:50 PM	Primary AM students depart	Parents sign out at in the classroom using QManager and pick up student from the classroom
12:45-1:00 PM	Primary Lunch Students Depart	Children will be at picked up at Upper Gate and signed out using QManager
3:30 PM	Primary All Day students depart	Teachers & Assistants will be at gate signed out using QManager
AFTER 3:30	Late Primary students depart	Parents sign out at the office and pick up student. <b>\$20 fee per 15 minutes. (with the exception of siblings of elementary students)</b>

## Elementary

TIME	LOCATION: LOWER GATE	COMMENTS
8:30 AM	Elementary arrivals	Students walk in Parents need to sign in using QManager
8:45 AM – 9:15 AM	Late Elementary arrivals	Parents call the office and students walk to their classroom sign in using QManager
3:30 PM	Junior Elementary students depart	Teachers & Assistants will be at gate and parents Sign Out using QManager
AFTER 3:45	Late Junior Elementary students depart	Parents sign out at the office and pick up student. <b>\$20 fee per 15 minutes.</b>