

# Valeo Academy

## Student Arrival & Dismissal Policies and Procedures



### School Hours

K4-6 8:15AM – 3:00PM  
 7-8 8:10AM – 3:00PM  
 9-12 8:00AM – 3:00PM

### ARRIVAL

#### School Arrival Times

Elementary K4-6 8:00 AM  
 Junior Prep School 8:00 AM  
 Senior Prep School 7:50 AM

\*Students may not be dropped off any earlier than arrival times posted above and may not congregate in lobby or hallways.

\*Elementary students enter through right side double doors only and are to go straight to classroom.

\*Prep School Students enter through left side double doors only & are to go straight to locker then to first period class.

### DISMISSAL

Full Day	3:00 PM
Half Day	12:00 PM

\*Permission for student release is granted to legal guardians of the student and other authorized individuals.

\*Legal guardians may list authorized individuals on the Student Information Card.

\*Drivers may be asked to present valid identification and list which students they are picking up.

### Morning Arrival Drive-Thru Procedures

Parent/Guardians and student drivers dropping off students will be required to use the circular drive located directly in front of Valeo Academy. **To maintain the utmost safety and health standards at Valeo, Students CANNOT be dropped off earlier than the posted arrival times.**



Please pull your vehicle as close to the preceding car as possible. If there are no other cars, we ask that you drive as far up as possible to minimize congestion of vehicles. The driver must always remain in the driver's seat in this "No Parking-Fire Lane"

- When Valeo staff member approaches your vehicle, driver and passenger(s) must all be wearing a mask.
- Please orally\*\*\*Pre-certify your student(s) to Valeo staff member.
- Students will have a touch free forehead temperature check before released to school building.
- To further reduce congestion, we ask that you exit the circular drive as soon as students have been dropped off.



#### Student Drivers

- Student drivers must first drop off any passenger students thru circular drive following the above stated procedures and then proceed to park in the student designated parking spaces directly across from circular drive.
- Student driver must then check in with designated Valeo Arrival staff to pre-certify and have temperature taken.

\*\*\*Pre-certifying your student is a daily verbal acknowledgement that.....

1. Your student(s) do(es) **NOT HAVE** any cold or flu-like symptoms within the las 24 hours.
2. Your student(s) and residing family members **HAVE NOT BEEN EXPOSED** to a confirmed positive case of COVID-19 within the past 14 days.



### Afternoon Dismissal Drive-Thru Procedures

- Parent/Guardian drivers picking up students will be required to use the circular drive and remain in their vehicle.
- All drivers will be assisted by the staff member facilitating dismissal and releasing students.
- To reduce congestion, drivers are asked to continue pulling forward as other vehicles leave and to exit once students are safely buckled.
- All students must remain in their classroom until they are released to an authorized individual. Students are required to wear a mask when exiting the classroom until entering their vehicle.
- **Student Drivers** will be released at 2:50 PM and are required to use the circular drive when picking up any passenger students



### Visitor Procedures

**To maintain the utmost safety and health standards at Valeo, ALL VISITORS TO THE SCHOOL WILL BE WELCOMED BY APPOINTMENT ONLY.** We understand at times there will be a need for Parents/Guardians and visitors to enter Valeo to deliver items, conduct administrative transactions, or to meet with faculty or staff. Our commitment to Valeo families is a priority, so please call our office at 847-645-9300 to schedule appointment.