

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"
- Students must be symptom free as per the Valeo Academy 2021-2022 Health and Safety Commitment Policy. ***Pledge signed by parents.
- To further reduce congestion, we ask that you exit the circular drive as soon as students have been dropped off.



*** In cooperation and compliance with Valeo Academy's safety and health policy Valeo families pledge and commit to keeping their Valeo student(s) home if any of the symptoms stated below develop at home while school is not in session.

100.4 F or greater * new onset of moderate to severe headache
shortness of breath * not related to asthma, new cough
vomiting * diarrhea * abdominal pain from an unknown cause
new congestion/runny nose * new loss of sense of taste or smell
nausea * fatigue from unknown cause * muscle/body aches

- **Student drivers** must first park in the student designated parking spaces directly across from circular drive and assist all minor passenger students through parking lot. Minor student passengers must be accompanied by the student driver upon entering building.



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..
- **Student Drivers** will be released at 2:50 PM and are required to pick up minor student passengers at classroom. Minor student passengers must be accompanied by the student driver upon exiting building and through the parking lot.



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.