



*School Handbook*  
*2021-2022*

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## MISSION

The Episcopal School of Nashville, a diverse urban independent school, is dedicated to nurturing the joy of learning and the spirit of discovery in each of its students.

## VISION

To shape students who are intellectually, spiritually, and responsibly engaged with the place, community, and world they call home.

## PURPLE MARTIN SONG

We are one,  
We are many,  
With our hands, we build community.  
Rise up,  
We've got work to do.  
Let's keep movin' on!

With our hearts  
We love each other,  
With our arms  
We lift up one another.  
Stomping out all prejudice,  
Let's keep movin' on!

Purple Martins,  
Painting a new story,  
Mind and spirit soaring,  
Let's keep movin' on!

## BOARD OF TRUSTEES

### *Head of School*

Dr. James Jordan, ex officio

### *Executive Committee Officers*

Dr. Ellen Wright, Co-Chair of the Board

Dave Goetz, Co-Chair of the Board

Seawell Brandau, Secretary

Ed Burgess, Finance Chair

### *Board of Trustees*

Gareth Aden

Dr. Billy Ballard

Bishop John Bauerschmidt, ex-officio

Carolyn Beckner

Robert Black

Seawell Brandau

The Rev. Rick Britton

Mary Lea Bryant

Ed Burgess

Dave Goetz

The Rev. Jody Howard, Bishop's Representative

Craig Laine

The Rev. Matthew Lewis

Brooks Smith

Bennett Tarleton, Development Chair, ex-officio

Dr. Ellen Wright

### *Memberships*

National Association of Independent Schools (NAIS) National Association of Episcopal  
Schools (NAES) Independent Schools of Nashville Association (ISNA)

Certifications Department of Education  
Department of Non-Public Education

## CALENDAR

August 9-16	Faculty & Staff In-Service
August 17	Back to School Orientation, 9 AM
August 18	First Day of School Opening Chapel, 11 AM Noon Dismissal
August 19	Founders Day Chapel (8:15 AM) Noon Dismissal for Pre-K
August 20	Noon Dismissal for Pre-K
September 2	Parent Information Night 5:00 - 5:30 - Early Childhood 5:45 - 6:15 - Lower School 6:30 - 7:00 - Middle School
September 6	Labor Day - No School
October 1	"Blessing of the Pets," 8:15 AM
October 13	Fall Parent/Teacher Conferences - No Students
October 14-15	Fall Break
October 18	Classes Resume
October 28	"Trunk-or-Treat," 3:45 PM (PA)
October 30	"Grandparents' & Special Friends' Day," 10:00 AM Noon Dismissal – All Saints Day Dress Up End of Quarter 1
November 22-26	Thanksgiving Break
December 4	St. Nicholas Day
December 17	Advent Chapel, 11:00 AM Noon Dismissal Dress Up End of Quarter 2
December 20-Jan 3	Winter Break

January 3	Faculty & Staff In-Service Progress Reports Due/ Mailed
January 4	Classes Resume
January 14	MLK Chapel Service – Bishop’s Annual Visit
January 17	Martin Luther King, Jr. Day – No School
February 14	Red, White, & Pink Day
February 21	President’s Day – No School
March 1	Shrove Tuesday – “Pancake Supper,” 5:30 PM (PA)
March 2	Ash Wednesday Chapel Service, 8:15 AM (longer service)
March 11	Parent/Teacher Conferences - No Students End of Quarter 3
March 14-18	Spring Break
March 21	Faculty/Staff In-Service
March 22	Classes Resume
April 14	Maundy Thursday Service, 8:15 AM
April 15	Good Friday Chapel (11:00 AM) - Noon Dismissal
April 18	Easter Monday - No School
April 22	“Bring Your Clergy to Chapel Day,” 8:15 AM (longer service)
May 1	6th Annual Lobster Bake
May 6	Marcy Brandau Award Chapel End of Quarter 4
May 19	End of the Year Picnic, 5:00 PM (PA)
May 20	Last Day of School for Students Closing Chapel, 11:00 AM – Noon Dismissal
May 23-27	Faculty & Staff In-Service Progress Reports Mailed
May 30	Memorial Day Holiday

## COVID-19 STATEMENT

At this time our country is no longer under a pandemic advisory. However, if this was to change at any time, any protocol listed in this handbook will be superseded by any COVID-19 policies created by the school.

## DAILY SCHEDULE

Students should arrive at school at their designated arrival time. ***Students may not arrive at school past 11:00 AM without prior approval from the Head of School.***

In the morning, students may arrive between 7:45 AM to 8:05 AM. All students are tardy at 8:05 AM.

### Afternoon Departure Times

- 2:45 - Early Childhood (Pre-K through Kindergarten) & Lower School departure (1<sup>st</sup> through 4<sup>th</sup> grade)
- 3:00 - Middle School departure (5<sup>th</sup> through 7<sup>th</sup> grade)

All students will be dismissed by 3:10 PM, unless a student has made previous arrangements to stay for Aftercare. Students not picked up by 3:10 PM, will automatically be sent to Aftercare.

### *Families with multiple students:*

Families with multiple children will be required for all children to arrive and depart at the same time. Therefore, ***siblings will depart with the oldest student.***

## TRANSPORTATION

Parents/Guardians are responsible for transporting their student(s) to and from school.

### *Carpool Tags*

Episcopal School of Nashville values the safety of all our students, and in doing so, we have created carpool procedures to support the well-being of all parties involved. ESN wants to limit the overlap of students during carpool, so we will be staggering arrival and departure times.

Each new family will be issued two car tags with a family number. This number will stay with your student as they move up in the school. These car tags will let the school know who is picking up a student. ***Only people listed on the Authorized Pick-Up form should be given this tag.*** There will be a \$10 charge to replace car tags if lost.

If an authorized person plans to pick up your student and does not have access to the tag, the Front Desk must be called and informed. You may give verbal consent by giving your student's number to the authorized person.

### *Drop off*

Morning carpool will take place Monday through Friday from 7:45 AM to 8:05 AM. Please see Daily Schedule for arrival and departure times. An Episcopal School of Nashville staff member will welcome students to school each morning. Students will exit their cars and walk directly to their homeroom classrooms, following their designated path and entrance.

Students arriving after their designated time will be considered tardy. Parents must check students in through the Front Desk if tardy. Please see the tardy policy for more information.

***Students may not arrive to school past 11:00 AM without prior approval from the Head of School.***

### *Pick up*

Episcopal School of Nashville will begin dismissal at 2:45 PM for Early Childhood and Lower School students. Middle School students are dismissed at 3:00 PM. Students will remain with their class until their Parent/Guardian arrives and their number is called. Please do not exit your car. If someone other than you will be picking up your student on a particular day, please notify the school. ***The school will require a photo ID to verify.***

### *Field Trips*

There will be times throughout the school year when the school will offer field trips to enrich each student's learning experience. The student's Parent/Guardian is asked to complete and return the Permission to Leave Campus form, granting Episcopal School of Nashville permission to take their student off campus for planned field trips throughout the school year. If a student is not allowed to participate in a class trip for any reason, they will remain on campus and complete schoolwork prepared and assigned by the student's classroom teacher.

### *The School Bus*

The school bus will be operated by a person under a Commercial Driver's License (CDL). Please refer to the Code of Conduct for bus guidelines.

## **AFTERCARE**

Episcopal School of Nashville offers Aftercare Monday through Friday to any child enrolled at the school. Aftercare hours are 3:15 PM - 5:30 PM. The cost for Aftercare is \$35 a day or \$150 a week, per child.

Families receiving financial aid will pay a proportional rate to their tuition. The school will invoice families monthly for Aftercare. Aftercare follows the school calendar and is not available on holidays or half days. ***Students not picked up by 5:30 pm will be assessed a \$30.00 late fee.***

***Parents/Guardians must sign their student/students out of Aftercare each day at pickup. Students will not be released to siblings under the age of 16.***

## AFTER-SCHOOL ACTIVITIES

Episcopal School of Nashville may offer After-School Activities which may include sports, clubs, and academic and enrichment opportunities. Each activity will have its own fees and scheduling.

## COMMUNICATIONS

Parents/Guardians are welcome and encouraged to email their student's teacher directly about progress, concerns, or questions. Faculty pledge to return calls and emails within 24 hours, however, if your question or concern requires immediate attention, please contact the Front Desk.

## ATTENDANCE POLICIES

***All students must be present at least 50% of the scheduled school day in order to be counted present.***

### *Absences:*

Episcopal School of Nashville is obligated by law to report student attendance to the Department of Education to abide by Tennessee's truancy laws. If your student will be absent, please call the Front Desk by 8:30 AM stating the reason they are absent. ***Absences due to illness, death in the family, or a religious holiday are excused. Extended absences require prior approval by the Head of School and adequate notice must be given for teacher preparations.*** Vacations are considered unexcused absences unless previously approved by the Head of School. ***A student should not accrue more than five unexcused absences over the course of the year.*** A meeting between the Head of School, a faculty member, and the parents/guardians may be called for students with inconsistent attendance.

### *Tardy Policy:*

It is important to the classroom community that we begin each day on time. In the morning, students may arrive between 7:45 AM to 8:05 AM. ***All students are tardy at 8:05 AM.*** Upon arrival past 8:05 AM, parents must check students in through the Front Desk. ***The school's policy is that five tardies equal one unexcused absence.***

*Late Arrival and Early Dismissal:*

Late arrivals and early dismissals must go through the Front Desk and homeroom teachers. Parents/Guardians must sign students in or out, accordingly. ***For early dismissal, advanced notification is required by 8:30 AM the day of by emailing Ms. Davis and your student's teacher.***

*Inclement Weather Days:*

In the event of inclement weather, the Head of School may cancel school, postpone the start of school, or dismiss students and teachers early.

You will be notified by 6:00 AM by email should weather alter the schedule for the day. If school is dismissed early, you will be notified by email or text. A tardy will not be given to students whose arrival was impacted by inclement weather.

*General Sick Policy:*

Ill students need to stay at home to prevent exposure to other students and adults at school and to let students rest. Episcopal School of Nashville's illness policy is based on the Model Health Care Policies developed by the American Academy of Pediatrics. If the symptoms below are noted, we will call you to come and get your student. Students will be excluded from attending school for the following reasons (this list covers the most common illnesses, but is not inclusive of all reasons for exclusion):

- Illness that prevents the student from participating comfortably in school activities, including lethargy, behavioral changes, irritability and/or difficulty breathing
- Illness that results in a greater need for care than our faculty and staff can provide
- Respiratory Illnesses & Colds: If mucus is profuse and cannot be controlled by normal wiping
- Fever of 100.4 or above (axillary or temporal)
- Persistent Cough, with or without fever
- Vomiting
- Diarrhea
- Rash, unless a physician has determined it is not a communicable disease
- Pink eye until the student has been on antibiotics for 24 hours
- Impetigo until 24 hours after treatment
- Strep Throat until 24 hours after treatment
- Head Lice until after treatment and all nits are removed. Must have receipt of treatment in order to return. The school can provide information on local lice treatment facilities.

In order to assure your student's comfort and reduce risk of contagion, we ask that sick students be picked up as soon as possible. Students must remain home for 24 hours without the above symptoms before returning to school. In the case of a suspected or confirmed

contagious disease, rash, or continuing symptoms, a doctor's note is required before your student is permitted to return to school. We will always err on the side of caution and call you when anything unusual is detected.

Students may return to school when:

- They are free of fever, vomiting, and diarrhea for a full 24 hours (without the aid of medications).
- They have been treated with an antibiotic for a full 24 hours.
- They are able to participate comfortably in all usual school activities, including outdoor time.
- A health-care provider signs a note stating that the student's condition is not contagious.

The final decision about whether a student must stay home or whether they can return to school is made by the Head of School.

*Please see our COVID-19 Policies for more details regarding COVID-19.*

## DRESS CODE

Episcopal School of Nashville does not require students to wear uniforms, but students are required to adhere to the school's dress code. Episcopal School of Nashville's school colors are red, white, and navy-blue. The school's dress code for the 2021-2022 school year will require students to wear a solid-colored red, white, or navy-blue polo shirt with short or long sleeves. Students may wear navy-blue or khaki shorts/pants and skort/skirts/jumpers/dresses throughout the year. All shorts, skirts, and dresses must reach finger-tip length on students. Leggings may be solid colors that are red, white, black, or navy-blue. School sweatshirts or solid-colored outer garments may be worn. Socks and closed-toe, flat shoes are required. Items not allowed are denim and athletic wear.

Standard attire is available at numerous retail stores. The school has a Lands' End account, if you wish to purchase clothing with the school emblem. See the school's website for more details.

*The policy for students arriving out of dress code is as follows:*

- First Occurrence - note or email from school
- Second Occurrence - parents/guardians will be contacted and requested to bring dress code attire to school for the student

### *Special Occasions*

Throughout the school year there are a few times students are not expected to be in Dress Code. These are listed as Spirit Wear and Dress Up Days on the school calendar and may also

be requested by a teacher for a special occasion, such as a field trip. On Spirit Wear Days, students may wear an Episcopal School of Nashville t-shirt to school with jeans or another appropriate bottom. We ask that jeans be free of holes and tears. On Dress Up Days, students may wear nicer clothes, such as something they would wear to church or a nice dinner. Students may always opt to come in Dress Code, if they prefer. Red, White, and Pink Day happens in celebration of Valentine's Day and students may wear red, white, and pink to school instead of Dress Code.

## CODE OF CONDUCT

When a student enters Episcopal School of Nashville, they become identified with the school. In order to maintain high standards of behavior, the school reserves the right to take appropriate disciplinary action in the case of any misconduct, whether occurring on or off the school campus. We expect that a student's conduct will reflect favorably on the student and on the school at all times. This includes activity on technology and social media.

Episcopal School believes that a basic essential to the educational process is maintenance of an environment that is conducive to learning. Episcopal School accepts its responsibility to provide its students with an environment where learning can take place and where the rights and privileges of all members of the school community can be protected. When a student is involved in a disciplinary matter, the student will be given individual attention in a positive way. Serious violations of the discipline code will be dealt with by the Dean of Students and Head of School.

Disciplinary action from the Head of School includes the ability to dismiss or refuse re-admission to any student whose attitude or choices seem detrimental to the best interest of the student or the school. A positive and constructive working relationship between the school and a student's parent/guardian is essential to the accomplishment of our educational mission. Students are expected to comply with the given responsibilities and expectations. The Head of School has the authority to establish additional rules and regulations at his discretion in order to maintain a safe learning environment.

Episcopal School of Nashville accordingly reserves the right to terminate or not renew a student's enrollment contract if the administration of the school reasonably concludes that the actions of a student, parent, or guardian make a positive and constructive relationship impossible or otherwise seriously interfere with Episcopal School of Nashville's accomplishment of its mission. Such termination shall not release the parent or guardian from their financial obligations under this contract.

## ANTI-RACISM POLICY

We expect all students to find school a safe and welcoming place where they are able to achieve success, irrespective of their nationality or ethnic background. It is not possible to achieve this if any of its members face prejudice or hostility because of their ethnic origins. The Anti-Racism policy ensures equality of opportunity of education for all students. The Episcopal School of Nashville **strictly forbids** any form of racism that discriminates, segregates, persecutes, or mistreats individuals based on their color or membership in a particular race or ethnic group.

Education thrives when parents/guardians, students, and teachers work together toward common goals. Episcopal School of Nashville is an anti-racist establishment and is committed to:

- Establishing and sustaining a school community that shares the collective responsibility to address, eliminate, and prevent actions, decisions, and outcomes that result from and perpetuate racism.
- Respecting and championing the diversity and life experiences of all community members to support the school's mission, vision, values, goals, and objectives.
- Ensuring existing school policies acknowledge inappropriate behavior around racism compounded by other forms of discriminatory practices.

## ACADEMIC REPORTING

### *Report Cards & Conferences:*

Your student will receive two progress reports per year. In between progress reports, your student's teacher will offer an in-person or virtual conference. Please email your student's teacher with any questions or concerns at any point in the year.

### *Academic Support System:*

Should a student experience difficulty with any part of the school program, a teacher may gather a meeting with administrators and parents/guardians to determine the best support system to help the student find success. The school has a Learning Specialist and offers references for tutoring, school psychologists, speech professionals, testing, etc. should the need arise.

## PARENTAL RESPONSIBILITIES

### *Tuition:*

Episcopal School of Nashville provides payment options for families. Paying tuition in a

timely manner is crucial as it enables the school to meet its financial obligations. If ever you are unable to pay tuition when it is due, please contact the Head of School to discuss this matter as soon as possible. If you are on a payment plan, you are required to have Tuition Insurance (which is added to your first invoice).

#### *Volunteer Opportunities:*

An active, engaged, and dedicated parent body is vital to our school's success. Once the school year begins, the Parent Association (PA) will convene to organize parental involvement and volunteer opportunities. The school will plan various special events which rely on volunteers.

#### *Fundraising Opportunities:*

The school will host fundraising campaigns during the year that are essential in helping us provide our students with the best possible education. The school has two sources of income: fundraising dollars and tuition. Contributions to the Annual Fund are not mandatory, however they are vital to the success of an independent school.

#### *Conflict Resolution:*

As an independent school, Episcopal School is governed by a self-perpetuating Board of Trustees, whose job is to secure the future of the school. It does so by setting basic policies, hiring, and supporting the Head of School, undertaking strategic planning, evaluating the performance of the school, and leading in financial support of the school. The Board entrusts the daily operations of the school to the Head of School, who supervises and evaluates all programs and personnel and is the final arbiter of any disputes that may arise, including those of parent issues or student disciplinary issues. The Board does not sit in review of administrative decisions, so the Head of School is the "court of last resort" for any problem.

For matters large and small, the proper channel to raise an issue or register a complaint is to go to most direct level first: i.e., to the teacher or staff member most closely related to the issue and capable of addressing it. If not satisfied at that juncture, one should then go to the Head of School. We also invite parents/guardians to email any staff member for quick responses to questions or needs.

## **MEALS & FOOD POLICY**

Currently, Episcopal School does not have a lunch program, therefore families are required to provide lunch for their student(s). A morning snack and a balanced lunch, including an ice pack to keep perishables cold, are required for each school day. Students should also bring a refillable water bottle daily. Students do not have access to a microwave while at school, so please plan accordingly.

If your student has a nut-allergy, the school will make every attempt to keep surfaces clean and nut free. For safety reasons, sharing food on campus is not permitted. Please be mindful to pack food thoroughly and safely.

## CHAPEL

An important part of life at any Episcopal school is its chapel program, as seen in our weekly chapel services. The primary goal of the chapel program is to build a strong sense of community within the school and develop each student's own unique spiritual awareness. Though our service will be Episcopal in nature, it will be age-appropriate and inclusive of all faith backgrounds. Simple hymns, prayers, and short stories are all part of the chapel experience. Chapel services will be led by the Chaplain of Episcopal School and any scheduled guests.

On occasion, the school will celebrate communion in a service led by a member of the Episcopal Clergy. Your student will be offered communion unless you would prefer your student to receive a simple blessing.

Please note, everything done at Episcopal School of Nashville is to serve our mission of engaging the minds, bodies, and spirits of our students as they grow in confidence and communion with others.

## CAMPUS VISITS

During the school day ***everyone*** visiting campus must sign in at the Front Desk and obtain a visitor's badge. This includes parents/guardians and chapel volunteers. This is for the safety of our students and your cooperation is greatly appreciated. Please call the Front Desk for more information.

## COVID-19 PLANS AND POLICIES

ESN will follow the recommendations of the CDC, as well as state and metro governments. We want to serve you the best that we can. Please let us know if you have questions or concerns. In the event that our community has a resurgent of the COVID-19 virus, or another pandemic ensues, the following protocol.

**ESN will follow the 3 W's:**  
**Wear a mask.**  
**Wash your hands.**  
**Watch your distance.**

Our campus will be divided into three Divisions. Early Childhood (Pre-K and K) will remain in the Modular Building. Lower School (1<sup>st</sup> through 4<sup>th</sup> grades) will remain on the first floor of the main school building. Middle School (5<sup>th</sup> through 7<sup>th</sup> grades) will remain on the second floor of the main school building. All students will go outside daily using their designated entrance.

All teachers and students at ESN will be required to wear a mask unless outside. Teachers will use face shields to teach if they need to remove their mask. HEPA Air Purifiers will be added to each room to clean the circulated air. During the day, the school will be disinfecting high traffic areas and bathrooms with a recommended disinfectant. At night, the schools will be completely cleaned and disinfected. Specials Classrooms will be disinfected between classes. The Playground will be disinfected prior to the beginning of the day and between each group during the day.

All desks will be six feet apart with students facing the same direction. There will be limited close contact. Teachers will remain six feet from students when at all possible. All pillows, soft toys, and dress up items will be removed from classrooms. Once Phase IV begins, these items will slowly be reintroduced to the classrooms. For Pre-K, one soft toy may be sent for nap time. It will remain in the bag/backpack until nap time and returned after nap time. All manipulatives will be made of materials that are easy to clean and disinfect. Sensory tables will not be used until Phase IV.

There will be no visitors to the campus during the school week. Parents will not be allowed into the school during the day. All Visitor Tours will happen on Saturdays.

Distance Learning will take place if the school needs to shut down due to COVID-19. The school will communicate directly with families regarding any supply retrieval or plans.

## GUIDELINES FOR ATTENDANCE

These guidelines are to ensure the safety and well-being of the entire ESN community. It is important to remember that all people who are in contact with your student should be symptom free.

- Symptoms of COVID-19:
  - Fever of 100.4 or greater, now or within the last 72 hours
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell

- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Students should be kept home if:
  - The student shows any of the symptoms of COVID-19.
  - Any person living within the household shows symptoms of or has been diagnosed with COVID-19.
  - Any person living within the household is quarantined due to exposure to COVID-19.
  - Any person has been in recent contact with the student and/or family members who shows symptoms of or has been diagnosed with COVID-19.
- If a student has symptoms of COVID-19, the following steps should be taken:
  - Contact Alice Coke at [alice.coke@esnashville.org](mailto:alice.coke@esnashville.org) immediately to notify that your student is showing symptoms.
  - Contact your doctor and have your student tested.
    - If the test is positive for COVID-19:
      - Notify Alice Coke that your student has been diagnosed with COVID-19.
      - Follow your doctor's instructions.
      - Student should remain quarantined for 14 days from the time of diagnosis.
      - If symptoms are gone and fever is normal, contact your doctor for a follow-up COVID-19 test.
      - If the test is negative and your student has been fever-free without fever-reducing medication for 24 hours, your student may return to school with a note from your doctor.
      - Contact Alice Coke before returning.
    - If the test is negative but your student has a fever:
      - Notify Alice Coke that your student did not test positive for COVID-19.
      - Keep your student home.
      - Your student may return to school after being fever-free without fever-reducing medication for 24 hours.
  - Return to school only when specified criteria are met.
- If a student shows symptoms of COVID-19 during school hours:
  - The student will immediately be removed from the class and held in a designated area.

- Parents will be notified and must pick-up their student and siblings within the hour.
  - All members of the family should be tested for COVID-19.
  - Please inform the Front Desk of results from testing.
- In order to prevent the spread of COVID-19 at ESN, we are requesting your compliance with the following protocol:
    - Wear masks.
    - Wash your hands often.
    - Parents remain in their cars with masks on for drop-off and pick-up.
    - If tardy, call the Front Desk from your car and a staff member will come get your student to escort your student into school.
    - Do not attend school if you, a person in your home, or someone your family has been in contact with or shows signs of COVID-19.
    - Do not attend school if you, a person in your home, or someone your family has been in contact with has COVID-19.
    - Practice social distancing protocols outside of school.

The staff at ESN want to do all that we can to make this a safe time for students and families.

## POSITIVE COVID-19 TEST PROTOCOL

1. The Department of Health will be notified by the diagnosing official.
2. ESN will be contacted and instructed in the process of alerting those at risk.
3. ESN will alert those involved families as soon as information is available.
4. ESN will implement the following protocols immediately:
  - Impacted Divisions will move into Distance Learning for 48 hours and CDC recommendations will be followed.
  - Areas used by the infected person will be closed off for at least 24 hours to allow respiratory droplets to settle before cleaning or disinfecting.
  - All areas used by the infected person will be cleaned and disinfected. Routine cleaning and disinfecting will continue.

Families are asked to follow CDC Guidance on the home isolation timeline before returning to school. If your student or someone in your immediate family is part of a vulnerable or high-risk group (such as older adults, or those with serious underlying medical conditions), we strongly recommend that you talk to a healthcare provider.

## COVID-19 CARPOOL

ESN wants to limit the overlap of students during carpool in the mornings and afternoons. We will be staggering arrival and departure times.

#### Morning Arrival Times

- 7:45 to 8:00 - Middle School arrival
- 8:00 to 8:10 - Lower School arrival
- 8:10 to 8:20 - Early Childhood arrival

#### Afternoon Departure Times

- 2:35 - Early Childhood departure
- 2:45 - Lower School departure
- 3:00 - Middle School departure

#### ***Families with multiple students will arrive and depart with the oldest student.***

#### Example:

- A family with an Early Childhood student and an Middle student would arrive in the morning between 7:45 and 8:00 and depart in the afternoon at 3:00.

*OR*

- A family with an Early Childhood student and a Lower School student would arrive between 8:00 and 8:10 and depart at 2:45.
- Late arrivals:
  - Parents need to park, call the Front Desk, and wait in the car with masks on.
  - A staff member will come to the car, conduct health screening questions about your student's health, take the student's temperature, and take the student into the school.

All students who attend Aftercare will remain with their teacher in their classroom until Aftercare begins at 3:10 PM.