

# DROP-OFF AND PICK-UP SCHEDULE

## DROP OFF SCHEDULE TIMES

8:45 – 9am: 3, 4  
9:00 -9:15am: 1, 2  
9:15 – 9:30am: K  
8:30-9am: 5,6,7

## PICK UP SCHEDULE TIMES

2:45-3pm: K  
3:00-3:15pm: 1, 2  
3:00-3:30pm: 3, 4, 5,6,7

*\*\*BUS – Students going on the bus will begin loading at 3pm, regardless of what Grade they are in (Starting Week 2)*

## PICK UP & DROP OFF LOCATIONS

K – Ingleton (in front of Main Building)  
1 – Ingleton (in front of Main Building)  
2 - Pandora near Ingleton  
3 – Pandora near Ingleton  
4 – West Side Church Parking Lot  
5 – West Side Church Parking Lot  
6- Pandora Street (in front of West Wing)  
7- Pandora Street (in front of West Wing)

## NOTES

- Teachers will need to be at their pick-up area at the designated time to collect their students
- If students are late then parents must call the office and the office will go downstairs to let the child in – parents must stay in their car
- **AFTER SCHOOL** – Staff are to stay with students until they are picked up. If parents are very late – parents will be contacted by the office
- **IF you are walking or biking to school which I highly recommend please enter from Pandora through the learning centre gate.** There will be a St. Helen's tent set up for you to meet the supervisor
- **Siblings:** if you are bringing more than one child, please go to the youngest child's drop off and pick up area
- In case there's a line up on Ingleton, please line up on Triumph towards St. Helen's Church
- Any changes please go to our app or school calendar which is updated daily.
- Supervision starts at 8am
- Supervision after school is till 3:30pm
- **These are just guideline times; you can drop off your child at any time.**

**Grades 7 – Monday, Tuesday and Thursday**

**Grade 6 – Monday, Tuesday and Friday**

**Grade 5- Monday, Tuesday, Wednesday**

**K-4 – Wednesday, Thursday, Friday**