

School Hours

The school day starts at 8:10 am Monday through Friday for students in all grades.

Preschool students release 2:40 pm Monday through Thursday and 12:40 pm Friday.

K - 3rd-grade students release 2:50 pm Monday through Thursday and 12:50 pm Friday.

4 - 8th-grade students release 3:00 pm Monday through Thursday and 1:00 pm Friday.

Students arriving before 7:50 am will be required to attend the Early Bird Program. Students must not be on the school grounds outside of regular school hours unless they are involved in a school-sponsored activity or are participating in the Early Bird Program. For the safety of all students, students cannot be dropped off before 7:30 am. The Early Bird Program runs from 7:30 am - 7:50 and is a fee-free service. Students dropped off for Early Bird will enter through the school office.

Morning Protocol

For the safety of all students and parents, drivers are asked to observe safe driving practices.

- Parents are to use the drop-off lane, the north or south side of the sidewalk when dropping off. As a “kiss and go” lane, parents should not exit their vehicles and remove items from the trunk or do anything else to stop the flow of the drop-off lane. See below for information about parking and joining on campus.
- Students are to enter the school through the front gate (or PS gate for preschool students). For the safety of all students, students cannot be dropped off before 7:30 a.m. unless placed in the Early Bird Program. Any student unattended before 7:30 am will be automatically placed in the Early Bird Program.
- The school gate will open at 7:50 am. Parents are welcome to enter campus and gather by the St. Ignatius statue before Pledge and Prayer. Parents of students in K-2 may drop off their students at the classroom door. Preschool parents are required to sign in their students at the classroom door, and they may gather at the St. Ignatius statue before Pledge and Prayer.

Dismissal Procedures

Parents will pick up their students from the front of the school building or designated area.

Students with parents at Xavier or Brophy may walk immediately over at dismissal time to their designated locations.

Preschool Dismissal

- 2:40 P.M. (Monday - Thursday), 12:40 P.M. (Friday). After Care students will be walked to After Care under the supervision of their teacher. Students who are enrolled in an after-school activity and not enrolled in aftercare will walk directly to the activity.
- Students may not loiter after school if they are not participating in clubs or sports on campus.
- Students going directly home will be walked to the front of the school building. Students who have not been picked up within 10 minutes of dismissal will be checked into After Care by their teacher.

Grades K - 3 Dismissal

- 2:50 P.M (Monday - Thursday), 12:50 P.M (Friday). Students with siblings in grades 4-8 will remain in the classroom (supervised by school staff) until their sibling comes to get them at 3:00. Then they will exit campus through the main gates.
- After Care students will be walked to After Care under the supervision of their teacher. Students who are enrolled in an after-school activity and not enrolled in aftercare will walk directly to the activity.
- Students may not loiter after school if they are not participating in clubs or sports on campus.
- Students not being picked up by an older sibling and who has not been picked up by 3:00 will be checked into After Care.

Grades 4 – 8 Dismissal

- 3:00 P.M. (Monday - Thursday), 1:00 P.M. (Friday) Students will exit campus to the front of the school building.
- Students who have not been picked up within 10 minutes of dismissal will be assigned to After Care.
- Students may not loiter on campus after dismissal.
- Students who are involved in after-school sports should wait on the blacktop until their coaches arrive.

Dismissal Protocol

- Unsupervised children must not wait on the campus for siblings or parents who are involved in extracurricular activities, they will be placed in After Care. Families will be billed for this service.
- Parents are asked to supervise their children and to take them promptly to their cars.
- Identification is required from any adult who is not known to school personnel and who comes to pick up a child. We reserve the right not to release the child to anyone other than the custodial parent.
- Whenever your child is deviating from their normal pickup procedure, for example going home with a friend, a note must be sent to the teacher.
- Parents picking up a student for early dismissal must send a note in advance to the teacher who will dismiss the student to the front office. Only in an emergency will a student be called from the classroom.
- Students are not allowed to use the basketball courts, playground, or fields after school.
- Students in grades K-3 who will be walking home or taking public transportation must provide a letter signed by a custodial parent.
- Students are not allowed to go to Brophy or Xavier after school unless they are children of employees at these institutions.
- Students will not be released to parents/guardians who are perceived to be impaired.

Rainy Day Policy

Parents are to park and pick up their children from their classrooms on rainy days. On days with light drizzle at dismissal, students will be dismissed at the front of the school.