



## Drop-Off and Pick-Up Information

The elementary and middle school building is open to middle school students and their families from 7:25 a.m. to 3:25 p.m. on a regularly scheduled school day. (As a general rule, the hallways open 15 minutes prior to the start of school and stay open 15 minutes after the dismissal bell rings. This includes – but is not limited to – early dismissal, late start, final exam days and snow days.)

The first 15 minutes after dismissal are office hours for all full-time staff that are not currently coaching high school athletic teams. It is strongly recommended that all parents wait until 3:25 to pick-up middle school students on regular dismissal days. After 3:25 p.m. and before 7:25 a.m., the middle school hallways are closed to both students and parents, unless the student is in a school-sponsored activity, event, or study hall. Prior to 7:25 a.m. or after 3:25 p.m., students will need to wait outside the school building. During this time no supervision is provided.

Parents are **STRONGLY** encouraged to pick-up students **AFTER** 3:25 p.m. so that students may use the skills the teachers are trying to give the students. During this time students are able to check in the classrooms, meet with teachers, organize their locker, or socialize in the hallway. After 3:25 p.m., students will be asked to wait outside for their rides or to move into study hall or their after school activity location.

At 4:20, the building is closed unless there is a pre-scheduled supervised event. Students and parents may not access the lockers after 3:25 p.m. without permission of a Valley Catholic Middle School staff member. This includes during both evening and weekend events.

The best three locations for dropping off and picking up students are:

1. In the gravel parking lot by the athletic fields.
2. In front of the school
3. In the old elementary school parking area
4. In the Athletic Center parking lot – if you are parking. This is not an area to “drop and go.”

There is no supervision for students before or after school except those attending the middle school study halls or school sponsored activities.

The middle school study hall provides a supervised study area every day Monday, Wednesday, Thursday and Friday that school is in session for a full day between 3:25 p.m. and 4:20 p.m. for students. There is no study hall on Tuesdays or any day that dismisses before 3:10 p.m.