

DVIS ARRIVAL AND DISMISSAL, CARPOOL POLICY

CARPOOL SCHEDULES

MORNING DROP-OFF

3K and UP SIDE DOOR OF THE BUILDING

5K - G5 7:40 AM - 7:55 AM (Door will be closed between 7:55 to 8:10 AM and late arrival elementary students need to come upstairs and ring the bell and wait to be accepted inside by the designated staff member).

3K & 4K 8:10 AM - 8:30 AM

2K 8:30 AM - 8:45 AM (Back Door of the Building Across the Playground)

AFTERNOON PICK-UP

3K and UP CARPOOL at the SIDE OF THE SCHOOL

3K 3:00 PM – 3:10 PM

4K 3:00 PM – 3:10 PM

5K, G5 3:15 PM – 3:25 PM

SAFETY PRECAUTIONS

The safety of our families, children, and staff is of the utmost importance to us. Always use extreme caution in our parking lots.

- **Slow:** NEVER exceed 5 miles per hour in our parking lots.
- **Cautious:** Be especially careful to check behind you before beginning to back out!
- **Safety Firsts:** Always LOCK your cars when you leave your vehicles to pick up your children. Keep all valuables with you or in the trunk of your car out of sight.
- **Where to Unload:** All loading and unloading of students or materials must take place within DVIS parking lot areas other than the carpool line.
- **Wash Hands:** We ask that all students thoroughly wash their hands with soap and water *each morning*, **before** entering their classrooms. This simple task will help to decrease the risk of cross-contamination of the classroom environment for both allergens as well as illnesses. 3K and up classes will be washing hands upstairs by the door, where the shoe changing area is located. 2K classes will be washing hands outside by the back door or inside their classroom bathroom.

IMPORTANT PICK-UP AND DROP-OFF NOTES

- **Greetings:** Teachers are not available to discuss any subjects with parents/guardians during carpool, walk-in drop-off or pick-up. Distracting them during this crucial time is unsafe and unfair for the children. Furthermore, it is inappropriate and ineffective to have hurried conversations in front of our children about any serious concerns. If you have any questions, concerns, or ideas to share with your child's teachers, please feel free to email them, schedule an appointment, or if in the afternoon, wait until the pick-up window has closed.

- **Early Pick-Up**
 - If early pick-up is necessary, please plan to arrive prior to the last 20 minutes before dismissal, so as not to disturb the end of day classroom routines. If you arrive during the last 20 minutes you will be asked to wait unless urgent circumstances require immediate pick-up or you previously communicated in writing with an admin staff and teacher.
 - If picking up early parents/guardians must notify administration as early as possible (at least 24-48 hours) in writing and teachers must be copied. Verbal requests are not permissible to either teachers or admin.
 - Please ring the bell on the side-door up by the outdoor stairs for 3K and up and the backdoor ring for the 2K classes and identify yourself to the camera.
 - Administration will collect the child from the classroom and bring them to the parent so as to minimize classroom disruptions.
 - Please see the change of dismissal section below for more details.
- **Late Pick-up:** Learners not picked up by the end of carpool will be taken to the office to contact a parent/guardian and await pick up. Parents/guardians must park and walk to the office to pick-up their child. If still awaiting pick-up for ten minutes beyond the assigned pick-up time, the learner will be taken to the After-Care program. After-Care fees will apply.

NEW DVIS FAMILIES:

If you are a new DVIS family (especially 2K & 3K); for the first two weeks only, you are welcome to arrive 10 minutes earlier than your assigned morning carpool times. Please park your car behind the school by the playground, walk to the assigned area where you can say your stress-free good-byes without rushing, and then walk to your carpool entrance area. This will help with a smooth separation process. After you complete your separation process, a staff member will guide your child through to his/her classroom during this transition. The physical distancing between families is mandatory during that process.

CARPOOL GUIDELINES DURING A HEAVY RAINY DAY:

During the heavy rainy days we will be using the side lower door for the 3K & up students to enter the building. They will not be getting wet by climbing up the outdoor side stairs. Once they enter the building they will be guided to the bathrooms there to wash their hands and the staff members will guide them for their daily entrance routines.

AFTER CARE PICK-UP

There is NO carpool for the after-care program

3: 15 pm Pick-up Late pick-up begins promptly at 3:25 pm

5:00 pm Pick-up No care is provided after 5:00 pm*

*Later than 5:00pm pick-up will immediately incur charges.

- If your child is staying until 5:00 PM usually between 4:30-5:00 PM is playground time, weather permits. You are welcome to pick your child up from the playground with his/her belongings.
- If it is raining then please come to the backdoor (for 2K) ring the bell and we will help you with the pick-up.

DROP-OFF & PICK-UP POLICIES & PROCEDURES

SIBLINGS POLICY

We understand the potential challenges of dropping off learners in different grade levels and invite you to drop-off your younger children in their older siblings' Drop-Off window if this is more convenient for you.

SCHOOL CAMPUS (2K-G5)

Address: 4100 Roswell Road, Atlanta, GA 30342 @ Buckhead Baptist Church*

Grade Levels = 2K, 3K, 4K, 5K, G1, G2, G3, G4, G5

2K DROP-OFF

- Teachers strongly request that parents/guardians arrive on time even for these young ages! Their morning social time and motor skill development is important for children to ease into their day. Instructional activities which start promptly afterwards are a crucial part of their learning day and work best if not interrupted by late arrivals. Recurring late families will be asked to meet with the Director.
- Classroom routines begin promptly at designated class start times; for this reason, parents/guardians are encouraged to say their goodbyes outside by the door or at their cars before the designated class start time.
- Children arriving after 9:00 AM will be escorted by administration to their classroom to minimize disruption to the classroom routines.

2K DROP OFF 8:30 AM - 8:45 AM & PICK-UP @ 3:00 PM - 3:10 PM

- Drop-off & Pick-up occurs at the floor level back door of the building.
- Please be aware that due to new changes to pickup times, this schedule is subject to change. All parents will be notified via email if we need to deviate from this plan.
- Only one student will be dismissed at a time at each classroom door.
- Please wait patiently for your student to be released.
- If parent(s)/guardian(s) have not arrived by 3:10 pm their child will be escorted to the After-Care program and fees will apply.
- Early pick-up
 - If your child needs to leave early, please pick up before 2:30 so as not to disturb the end of day classroom routines. If you arrive between 2:30 and 2:45 you will be asked to wait unless urgent circumstances require immediate pick-up.
 - If picking up early parents/guardians must notify administration in writing.

- Administration will collect the child from the classroom and bring them to the parent.

4K & 3K DROP-OFF 8:10 am-8:30 am (Classes begin promptly at 8:35am)

3K carpool drop-off takes place at the side door of the building, and the student entrance to the building is from the second floor.

**DVIS is not affiliated with either the Blue Heron Nature Preserve or Buckhead Baptist Church.*

CARPOOL ENTRANCE LOCATION



**DVIS is not affiliated with either the Blue Heron Nature Preserve or Buckhead Baptist Church. However we enjoy having a great relationship and collaborating with both organizations.*

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3:15 pm Pick-up Late pick-up begins promptly at 3:25 pm

5:00 pm Pick-up No care is provided after 5:00 pm*

*Later than 5:00pm pick-up will immediately incur charges.

- If your child is staying until 5:00 PM usually between 4:30-5:00 PM is playground time, weather permits. You are welcome to pick your child up from the playground with his/her belongings.
- If it is raining then please come to the backdoor (for 2K) and climb up the stairs to the side door/carpool side (for 3K and Up) and we will help you with the pick-up.

SCHOOL LATE PICK-UP POLICY

Every parent/guardian is required to pick-up their child at the designated pick-up time. Da Vinci International school will impose a penalty for parents/guardians who arrive late for dismissal. The penalty includes a charge of \$25.00 for each 1-to-10-minute period you are late. The fee for one full hour is \$150.00 to be sent at the end of the month. An invoice past one hour automatically charges a full additional hour (Ex. 1 hour 5 mins. late equals \$300.00 late fee).

1. First late pickup under 30 minutes = First warning
2. Second late warning under 30 minutes = Final warning
3. Third late pick-up = charges incurred automatically

Later than 30 minute pick-ups will immediately incur charges

LATE ARRIVAL POLICY

Please come to your designated door and ring the bell, identify yourself and one of our staff members will let your child in shortly.

An important part of a successful education is classroom routines. Please be sure your child arrives on time to class so that they can participate fully in all classroom activities. Drop-offs

later than the given times draw the attention of other students in the class, thus interrupting a classroom's lesson or activity and weakening consistency in classroom routines.

Late drop-offs also pose a great challenge to the child arriving late. They will, most times, miss activity instructions and scheduled transitions. Transitional periods are necessary at every age; children at the early elementary and preschool levels, especially, need an appropriate amount of transitional time both between home and school and between two different activities.

If a parent reaches an unacceptable number of tardy's for their child due to late arrival the parents/guardians themselves may be asked to complete a certain number of volunteer hours with the school. Every five tardies accumulated will equal, and be assigned, as one absence.

Please contact your student's teachers directly to obtain a copy of the daily schedule.

Exceptions to this policy may be considered, provided that 1) the late arrival is for a reason deemed acceptable by Da Vinci International School, and 2) the parent/guardian has notified both the student's teachers and Administration one day or more in advance of the late arrival. On rare occasions, exceptions may be made for extenuating personal or local circumstances at the discretion of the Director.

Acceptable reasons for late arrival:

- Documented medical appointments with doctors, dentists, or other medical staff - *notify teachers and admin via email then provide a note from physician to administration.*
- Personal illness of the student - *notify teachers and admin via email then provide a note from physician to administration.*
- Extreme weather/environmental hazards
- Certain family emergencies

Any questions or concerns regarding the Late Arrival Policy are to be directly addressed to admin@dvischool.com

ABSENCE POLICY

Make-up work should be requested before any known absence. If it is not requested ahead of time it will be sent home with the parents upon the student's return and should be completed in addition to any regular homework as soon as possible, so the student does not fall behind their peers in their school work.

Students with excessive unexcused absences, lack of communication from parents with teachers and administration, and/or have not made up missing schoolwork and homework may be expelled from the school. Expulsion is completely at the Director's discretion.

CONSEQUENCES OF UNEXCUSED ABSENCES:

3 Unexcused = You will receive an email notifying you of how many unexcused absences your child has had and reminding you of the acceptable reasons for late arrival, in case you are not providing proper documents to follow up on possibly excused absences. Make-up schoolwork and homework should be completed in a timely manner

5 Unexcused = Previous consequences as well as an email warning you of the policy regarding possible student expulsion. Parents will be asked to meet in person with their child's teacher and the school director.

8 Unexcused = Previous consequences. Child could be expelled.

CHANGE OF DISMISSAL

If somebody you have not previously authorized will be picking up your child you will be required to submit a Drop Off/Pick Up Parent Authorization Form at least 48 hours before the date. This form is available in the administrative office or can be emailed to you upon request. If this form is completed the newly authorized person must have their photo ID with them upon arrival for the staff to check. Then they will be permitted to go through the carpool or pick up from the door.

If you are unable to complete this form you may provide an email authorization with the following information: Your name, your child's name, the name of the person who you are authorizing, either the authorized persons Date of Birth or their License number (for us to confirm 2 pieces of information against their ID), the authorized person's phone number, and the dates of authorization or a statement giving them permanent authorization. The newly authorized person must have their photo ID with them upon arrival for the staff to check. They will be permitted to go through the carpool.

Verbal instructions to any staff members regarding changes are never permitted.

For change of dismissals (such as early pick-up or a walk-up versus carpool pickup) that do not involve a newly authorized person, we request 1 week and no less than 48 hours notice via an email or a phone call to administration. If possible, copy all your child's teachers and administration so they receive the change as soon as possible. Administration will ensure that

all teachers are notified as soon as possible (within 24-48 hours) regarding any emailed or called in Change of Dismissal.

Administration has an allowed response time of 24-48 hours for all non-urgent emails. Therefore if notice is given less than 48 hours before the change of dismissal time administration may not have had time to notify teachers/staff. All our staff are instructed to direct unexpected or unknown persons to the administrative office for resolution. The child in question can stay with the teachers or be escorted by the teachers to the administrative office. DVIS will never release a child to an unknown or unexpected individual without fully evaluating the situation.