



Lower School Pick up/End of Day Routines

At the end of the school day, Lower School students have three options for departing school: Bus (Grades K-5), CASE, or Carpool. To help coordinate transportation to and from school, Academy uses an App called SchoolPass. *Details and instructions will be sent to parents a couple of weeks before the school year begins.*

BUS: (Kindergarten to Grade 5)

- All buses pick up students in the bus circle outside of Academy Hall. Lower School teachers monitor and assist students each afternoon.
- Students riding the bus home must check in with a bus duty teacher to provide:
 - Name and school district of the bus he/she is riding home
- For information about the availability of bus transportation to and from school, see the Bus Information sheet included in this packet.

CASE (Children's After School Experience):

- Children needing to remain after school to accommodate parent work schedules, emergencies or to attend after school programs will go to CASE at the end of the regular school hours.
- CASE may also be used by children who have missed the bus or have not been picked up by the end of carpool (usually between 3:35 and 3:40 pm).
- CASE information is included in this packet.
- After School Activities (ASA) brochures are sent home in early September.

CARPOOL:

- Parents will be given a name card to display on the windshield or front passenger window (Please display card until your child is in the car).
- As each student's name appears in the SchoolPass app, classroom teachers will send children to the carline.
- Students will proceed to the sidewalk where several teachers will be helping children into their cars.
- Children who have not been picked up from carpool when all the cars have gone through the line will be signed in to CASE where they will wait for a parent or caregiver to arrive. Regular CASE fees will apply.
- Parents, please help us ensure a safe and speedy carpool:
 - Refrain from cellphone use while in the carpool line
 - Carefully close all gaps in the carpool line
 - Do not pass other cars in the carpool line
 - Remain in your car
 - Children must enter and exit on the passenger side of the vehicle