



**FIRST WEEK OF SCHOOL LOGISTICS**  
**Wednesday-Friday, August 30-September 1, 2017**

We hope the following information makes the first week of school smoother for you and your child(ren).

**School Wide Traffic Logistics**

- Please do not park for any period of time in the Holy Names High School/Aurora driveway. This parking is for faculty and staff only.
- Please be careful not to block any of our neighbors' driveways or the Holy Names High School/Aurora driveway.
- Please **DO NOT** make 3.2 turns at the bottom of the HNHS/Aurora driveway.
- There is absolutely **NO STOPPING OR PARKING** in front of the school during drop off or pick up times and it is **NEVER** okay to back out of the HNHS/Aurora driveway.

**School Wide Morning Drop-off**

- If you plan to join your child on the yard in the morning parking is available on the street.
- Cars may line up in the front of the school in single file, heading up the hill to drop off children in the morning.
- Parent volunteers and Aurora staff will be out front in the morning to open car doors and facilitate drop off.

**School Wide Morning Yard Logistics**

- All Children will meet on the play yard before going to their classrooms.
- **We ask that all parents say their good-byes on the yard when the students line up to go to their classrooms.** We have learned from experience that it is a much smoother transition for everyone when parents do not go upstairs to the classrooms.
- On the first morning of school, parents are invited downstairs to the auditorium for coffee, tea, and morning pastries. Come spend time with old friends and meet new ones.

**2-5 Grade Student Morning Procedures**

- Students should arrive on the schoolyard no later than 8:30 AM.

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- The school bell rings at 8:30 AM.
- Teachers greet their students on the yard at 8:30 AM, help them line up by classroom and escort them inside.

### **K/1 Student Morning Procedures**

- K/1 students should arrive on the yard no later than 8:45 AM.
- We would like to recommend that the K/1 students arrive after 8:30am on their first day, after the students grades 2-5 have departed the schoolyard.
- The K/1 teachers and other staff members will be on the yard to greet your child.
- Parents are welcome to join their child on the yard.
- The school bell rings at 8:45 AM.
- K/1 students form two lines, one for Room 2 with Alexa and Adrian in front of the center doors and one for Room 3 with Annalyse and Kaiya in front of the doors in the far corner of the yard.

### **All Student Afternoon Pick Up**

- The first day of school is a minimum day, which means a 1:00 PM dismissal for all students. Extended Care is offered from 1:00 to 6 PM.
- The remaining days of the first week of school are from 8:45am to 1:00 pm for the K/1 students and 8:30 am to 3:15 pm for grades 2-5.
- Every day at pick up time all students will be brought to Extended Care, the front steps, or the yard.
- Please let your child know if you will be picking them up by foot in the yard or on the front steps by car.
- Students who are not picked up within 10 minutes of dismissal will be checked in to Extended Care.
- If your child is not present on the front steps at pickup time, you will be asked to go around the block and join the back of the line.

### **BEFORE CARE AND EXTENDED CARE INFORMATION**

- Before care will be offered from 7:30 to 8:30 AM for those who need it. If your child is new to the school and you plan on using our Extended Care program during the first week of school, please email Josh Johnson our Extended Care Director at [joshj@auroraschool.org](mailto:joshj@auroraschool.org).

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