

School Procedures and Reminders

Arrival: 8:00 – 8:30 AM at the main entrance. (Students MAY NOT enter the building prior to 8 AM). Please also keep in mind that it is very helpful for students to have at least 10 minutes in the classroom to prepare themselves for the day. Please do not leave your child unattended.

Late Arrivals: The main entrance door locks at 8:30AM. After this time, students are considered tardy. When arriving late, please drop students off at the practice gym door (Group A) or AYMC entrance door (Group B) where PE class is underway. Students may NOT enter the classroom hallway between 8:30 and 9:15 AM during PE. At this time, bring students to the main lobby area.

Tardies: Please remember: 3 tardies = 1 Absence

Dismissal: 3:00 – 3:15 PM

Group A – 4-6 will dismiss from the 2nd level rotunda.

Group B (7-8) will dismiss from the practice gym. Stay to the right to keep area clear for other vehicles. Once pick-up is complete, continue to move forward in line until exiting on Cleveland or Faris.

Please be alert and mindful of during dismissal! Avoid cell phone use and drive slowly. The safety of our students is top priority.

Parents must send in a written note with date and contact information if a student is to be released to any person not listed on the emergency form.

Late Pick-Up: Parents should notify the school if they will be late for dismissal pickup. After 3:15 PM students will be placed in the Afterschool Program and there will be a \$20 fee. Parents should plan to come in to sign out students placed into the Aftercare Program.

The Aftercare Program: Parents should enter the school building and sign students out with the Aftercare Coordinator.

Homework: Homework for the morning classes may be assigned daily. Homework for afternoon classes may be assigned based on the following schedule:

Tuesday: Science Wednesday: Social Studies Thursday: Related arts

Electronic Devices: No electronic devices are permitted at school including, but not limited to: cell phones, IPODS, IPADS, electronic handheld games, Apple Watches or the like, and any other similar equipment.

PE: It is recommended that students bring an extra t-shirt for gym classes. Athletic shoes are required for PE. Deodorant/Antiperspirant is recommended.

Tuition: If sending tuition payments or afterschool payments to school with a student, please place in a sealed envelope and include the student's name on the outside.

Communication: Teachers will respond to your emails/text/voicemail in a timely manner during school hours. School visits and teacher conferences should be scheduled in advance. Please do not drop in during the morning drop off as the teachers are organizing the students for their day.

Medications: Medications including OTC drugs must be labeled and in the original packaging and given to their Home Room Teacher by the parent. Each different medication should be accompanied by a medication form.

Inclement Weather: EA follows the Greenville County School District schedule for holidays and inclement weather, unless otherwise notified. Please tune into channels WYFF4 and WSPA7 for inclement weather information.