

Arrival

- Parent drop off is from 8:30 to 8:40 each morning and is located on the south side of the school off of Bottsford Avenue.
- The lane closest to Maple Grove on Bottsford Avenue will be reserved for drop off only!
- **Please do not park on Bottsford Avenue!** If you need to park and walk your child into school, please park on Cold Spring Road or 68th Street.
- School hours are 8:40 am to 3:26 pm.
- The north side of the building off of Cold Spring Road is reserved for buses and marked daycare vans only.
- Any student arriving prior to 8:30 may utilize the playground, but is doing so without supervision from Maple Grove staff.
- Families are strongly encouraged to supervise their children until the school doors open at 8:30
- Students arriving prior to 8:45 at the office doors will be sent around the school to the playground for entrance.
- If your child arrives after 8:45, please park in the north parking lot and **walk your child** into the office to ensure they arrive safely.

Dismissal

- The school day ends at 3:26 p.m.
- Students taking bus transportation home will be dismissed and loaded onto the buses as they arrive.
- Students who are walking home (with a note!) will be dismissed from the **front** of the school.
- Families who are picking their children up must follow the pick up procedures outlined in the "Pick Up" section of the family handbook:
 - Students not utilizing bus transportation home can be picked up from the playground.
 - Students will be dismissed at 3:26.
 - All students who are being picked up will wait with a teacher until an approved adult is recognized.
 - Students who are not picked up by 3:35 will be dismissed from the office.
- If there are changes to the way your child is getting home from school (e.g. Grandma is picking them up instead of taking the bus), please notify your child's teacher in the morning.
 - If there are changes made after 9:00 a.m., **notify the office**. Teachers often do not have time to check all their email or Parent Square during the school day.
 - Please do not make changes to dismissal after 2:30 p.m.