



Middlebury Academy School Arrival and Dismissal Procedures

Our goal is for students to arrive and depart in a safe and orderly manner. **Please notify the office by 2:00 PM if there is a change to how your child will go home that day.** Students will not be released to parents after 2:30 PM because of our dismissal procedures and parents will not be permitted in the building.

Student Arrival

1. Upon arrival, students will either go to the gym for breakfast or to their assigned grade-level area.
2. Students are expected to be at breakfast or in their designated area unless they have a pass from a staff member.

Parent Drop Off

1. Students may be dropped off no earlier than 7:45 AM, unless they are in the before school care program.
2. For safety, parent drop off will be in the main school parking lot door #1.
3. If you would like to walk your child into the school, please park in a designated parking spot. Please do not block the area of the main drop off area and cause others to sit in a line of cars.

Thank you for your cooperation so we can ensure safety and account for everyone who is in the building

Student Dismissal

1. Students will be dismissed by administration from their classroom to their bus, car ride, or walker.
2. Bus dismissal will take place first, followed by car riders and walkers being dismissed at 3pm from door #4.
3. Once students are outside, they may not return to the building to use the bathroom or go back to the classroom.

Parent Pick Up (Outside Door #4 – Across from Church)

1. At 3pm, Students being picked up will be released out of door #4 / Walkers out of door #1. Parents are asked not to pick up their child in the normal drop off area door #1 because of our walkers and buss traffic in front of the school. Parents will be asked to exit the parking lot to the designated pick-up area door #4.

Building Security Requirements:

1. Upon entering the school, all visitors will be asked to show proper I.D. and sign into the visitor log.
2. Visitors MUST stay in the front lobby area until an Administrator or staff member comes to get you.

- 3.** All visitors **MUST** wear a visitors pass while in the building and turn in their pass / sign out before leaving the school.