

The Villages® Charter School

Elementary School

Drop off and Pick-up Procedures for 2017-2018 School Year

Morning drop-off procedure:

- Earliest drop-off time is 7:00 a.m.
- We do not charge a fee for morning supervision.
- Drop-off is at the front entrance for all Elementary buildings EXCEPT the Primary who will drop off at the NORTH side of the building along the wide sidewalk.
- Please form 2 lanes as you enter the carline so cars are not blocking traffic. At the last curve before you reach the front of the building; please **take turns merging** into one lane of cars, alternating every other lane. Pull all of the way up in the car line before stopping to let your children out. Staff will be out to assist, but students may also exit the vehicle themselves.
- Children should go directly inside where an adult will help direct them.
- All students must use the car line in the morning. If you need to come into the building, proceed to the parking lot **after** dropping your child off in carline.
- When coming into the school, you must park in the parking lot and not anywhere in the car line.
- Traffic is usually light at 7:00 a.m. and will get heavier the closer it gets to school start time. Please plan accordingly so your child arrives to school on time.
- Breakfast starts at 7:00 a.m. and is available until 10 min. prior to the school starting time.

School Begins:

Intermediate Center: 7:40 a.m. Primary Center: 7:45 a.m. 4th & 5th Grade Center: 7:50 a.m.

- The "warning bell" rings 5 minutes before the "school starts bell" rings. All children arriving to school after the school starts bell rings must report to the front office for a tardy slip.

Pick-up Procedure during school dismissal:

Intermediate Center: 2:30 p.m. Primary Center: 2:35 p.m. 4th & 5th Grade Center: 2:40 p.m.

- All students dismissing at this time must be picked up from the car line. For the safety of you and your child, we do not allow you to park and walk up to the car line to collect your child.
- Intermediate Center and 4th & 5th Grade Center: All 2nd - 5th grade children are picked up at the front of the school
- Primary Center: All kindergarten and 1st grade students will be picked up at the north side of the school, using the carline loop past the front of the building.
- Place the sign provided at orientation, with your child's name on it on the front, left side car dash.
- Any "car riding" children not picked up 15 minutes after dismissal time, or by the end of the line of traffic, whichever is last, will be placed in the Buffalo Adventures after school program and charges will apply.
- All students staying in Buffalo Adventures will need to be signed out at the Buffalo Adventures window in the front entryway.

Tips for families/carpools who visit multiple buildings: It is highly recommended to start at the Intermediate Center first, and then proceed to the Primary Center next; going to the 4th & 5th Grade Center last, or follow that order for any of the buildings you have children attending.

PRIMARY CENTER

Phone: (352) 259-7700
Fax: (352) 259-7707
420 Villages Campus Circle
The Villages, FL 32162

INTERMEDIATE CENTER

Phone: (352)259-2300
Fax: (352) 259-2056
521 Old School Road
The Villages, FL 32162

4th & 5th GRADE CENTER

Phone: (352)259-6850
Fax: (352)259-6859
350 Tatonka Terrace
The Villages, FL 32162

E-MAIL: LeAnne.Yerk@tvcs.org