



Main 2K Campus (4055 Roswell Road – Blue Heron Nature Preserve):

No carpool for this location; you must park in the BHN Preserve parking lot and walk your children into the building and to and from their classroom each morning and afternoon.*

You may call the office at 678-510-1214 if you know you are going to be late

SAFETY PRECAUTIONS: The safety of our families, children, and staff is of the utmost importance to us. Always use extreme caution in our parking lots. Never exceed 5 mph and be especially careful to check behind you before beginning to back out.

Schedule is as follow:

2K (In-class Drop-Off) 08:35am - 8:45am (class begins at 9:00am)

- Teachers strongly request that parents/guardians arrive on time even for these young ages! Their morning social time is important for children to ease into their day together and instructional activities which start promptly afterwards are a crucial part of their learning day and work best if not interrupted by late arrivals.
- Classroom routines begin promptly at designated class start times; for this reason, parents/guardians are encouraged to say their goodbyes and exit the classroom area at or before the designated class start time. The classroom area shall be defined as all spaces beyond the security door in the lobby.

2K (In-class Pick-Up) 12:45pm - 12:55pm

- Pick-up occurs at the classroom door
- Only one student will be dismissed at a time
- Please wait patiently for your student to be released
- If parent/guardians have not arrived by 1:05pm their child will be escorted to the After-Care program and fees will apply.

Full Parking Lot Alternate Pick-Up Instructions

*When our shared parking lot is full due to other activities in our building, we may bring the children out to the porch and/or lobby to be escorted by teachers/staff to their vehicles.

- You can call the main office at 678-510-1214 to alert us.
- If you cannot find a parking space pull as far forward as possible and remain in your vehicle and we will walk the children to your car (you may then exit the vehicle to help secure your child in their car seat).
- On these rare days we kindly request that families do not linger to chat and play unless they are going into the Nature Preserve walking trails. Playing on the porch and near the parking lot is not safe, adds to confusion, and parking spaces are precious on these days.

***Always LOCK your cars when you leave you vehicles to pick up your children.
Keep all valuables with you or in the trunk of your car out of sight.***



West Campus 3K, 4K, 5K-Kindergarten, G1, G2, G3, G4, G5 (4100 Roswell Road – Buckhead Baptist Church):

We understand the potential challenges of dropping off learners in different grade levels and invite you to **drop-off your younger children in their older siblings' Drop-Off window.**

Carpool Schedules are as follow:

There is no carpool for the 3K class IN THE MORNING. You must park in the front parking lot and walk your children to their classroom. This is a transition year to a new building with older children and it's good for them to have some consistency from the previous year's routine and parental/guardian support each morning.

3K (In-class Drop-Off) 08:20am (Classes begin promptly at 08:30am)

**Please be mindful that other classes have begun. We appreciate your cooperation in ensuring a student environment that is free from distractions and conducive to optimal learning.*

All other grades, morning carpool is **IN THE FRONT OF THE SCHOOL**

4K, 5K, G1, G2, G3, G4, G5 07:55am - 08:10am (Classes begin promptly at 08:15am)

Afternoon Pick-UP for ALL grades is **IN THE BACK OF THE SCHOOL**

3K 1:00pm – 1:10pm

4K 2:00pm – 2:10pm

5K, G1, G2, G3, G4, G5 3:00pm – 3:10pm

Important Notes:

- Teachers are not available to discuss any subjects with parent/guardians during car-pool, walk-in drop-off or pick-up. If you have any questions, concerns, or ideas to share with your child's teachers, please feel free to email them, schedule an appointment, or if in the afternoon, wait until the pick-up window has closed.
- Learners not picked up by the end of carpool will be taken to the office to contact a parent/guardian and await pick up. Parent/guardian must park and walk to the office to pick-up their child. If still awaiting pick-up for ten minutes beyond the assigned pick-up time, the learner will be taken to the After-Care program. After-Care fees will apply.
- **Always lock your car and keep all valuables with you or in the trunk out of sight when parking.**

General Carpool Notes

- When you enter the carpool line pull forward as far as possible.
- Have your child ready to exit the car as you pull forward in the carpool line. Bags, lunch, water bottle, etc. should be within reach (NOT in the trunk or rear of the car that requires you to exit your vehicle).
- DVIS staff members will assist your child in exiting or entering the car in the carpool lane.
- Car must be in park prior to the doors opening.
- If your child needs help with buckling the seatbelt, pull forward out of the carpool line to assist.
- Learners exit and enter your vehicle on the passenger's side only.
- Do not leave your car while parked in carpool line. No unattended vehicles in the carpool line.
- Please wait for the cars in front of you to leave and follow them out of the driveway. Pulling out of the line and driving around other cars causes a safety hazard for you and other members of our DVIS family.
- Do not exceed 5mph and always be especially careful to check behind you before beginning to back out.



AFTER CARE PICK-UP:

There is NO carpool for the after-care program

3:00 pm Pick-up

Late pick-up begins promptly at 3:10 pm

5:00 pm Pick-up

No care is provided after 5:00 pm

SCHOOL LATE PICK-UP POLICY:

Every parent/guardian/guardian is required to pick-up his/her child at the designated pick-up time. Da Vinci International school will impose a penalty for parent/guardians/guardians who arrive late for dismissal. The penalty includes a charge of \$25.00 or each 1-to-10-minute period you are late. The fee for one full hour is \$150.00 to be sent at the end of the month. An invoice past one hour atomically charges a full additional hour (Ex. 1 hour 5 mins. late equals \$300.00 late fee).

- 1- First late warning under 30 minutes.
- 2- Second under 30 final warning.
- 3- Third equals charge

LATE ARRIVAL POLICY

An important part of a successful education is classroom routines. Please be sure your child arrives on time to class so that he/she can participate fully in all classroom activities. Drop-offs later than the given times draw the attention of other students in the class, thus interrupting a classroom's lesson or activity and weakening consistency in classroom routines.

Late drop-offs also pose a great challenge to the child arriving late. S/he will, most times, miss activity instructions and scheduled transitions. Transitional periods are necessary at every age; children at the early elementary and preschool levels, especially, need an appropriate amount of transitional time both between home and school and between two different activities.

Any student arriving after his/her class' designated start time will be required to wait with his/her guardian in the administrative office/lobby. Administration will only allow a late student to join his/her classroom during the scheduled transition period between activities/lessons.

Please contact your student's teachers directly to obtain a copy of the daily schedule.

Exceptions this policy may be considered, provided that 1) the late arrival is for a reason deemed acceptable by Da Vinci International School, and 2) the parent/guardian/guardian has notified both the student's teachers and Administration one day or more in advance of the late arrival. On rare occasions, exceptions may be made for extenuating personal or local circumstances at the discretion of the Director.

Acceptable reasons for late arrival:

- Documented medical appointments with doctors, dentists, or other medical staff
- Personal illness of the student
- Extreme weather/environmental hazards
- Certain family emergencies