

Access to Campus

The Campus opens to students beginning at 8:00 am; upon arrival, students report directly to their Homeroom classroom, where they will be met by their teachers. The school day begins at 8:15 am, and it is expected that all students are in their homeroom classroom no later than 8:15 am.

Daily Schedule (Monday to Friday)

Time	Access to Campus
7:45 AM	School Buses Arrive; bus students are supervised in auditorium.
8:00 AM	Campus Opens for students only; students go to homeroom independently.
2:50 PM	Parents have access to the courtyard
2:54 PM	Parents have access to school building
2:55 PM	Pre-Grade 1 to Grade 3 student dismissal
3:00 PM	Grade 4 to Grade 6 student dismissal
3:15 PM	All parents/guardians exit campus
4:00 PM	Internal Extracurricular Activities dismissal
4:00 PM–4:30 PM	Extension Program. Time varies based on program.
4:30 PM	Campus closed to all elementary students.

ACCESS PASSES

As part of our safeguarding protocols, all adults on campus must wear a school-issued lanyard that is visible at all times. To access the campus, parents, guardians or visitors must either wear their school-issued Access Pass or register with security for a Visitor Pass.

Please note:

- Families may request/register up to two (2) complimentary Access Passes
- In addition to Parent 1 and Parent 2, families may request one (1) additional Access Pass for an individual they authorize to collect their child(ren)
- A \$50.00 cash fee applies to the 3rd pass. Please contact the elementary office if you need an additional pass.
- Only parents and pre-authorized adults will have access to the campus to pick up students.
- In the event that an alternative adult needs temporary authorization to pick up a student, families must notify the office and provide the full legal name of the individual
- Lost passes must be reported immediately to the School
- Replacement passes are \$50.00 cash. Please contact the elementary office if you need a replacement pass.
- Parents and guardians may access the Campus during the School day only to attend pre-arranged meetings with staff, Accounts, IT, the Health Room, or the Uniform Shop by showing their Access Pass or registering with security.

- Parents and guardians needing to drop off forgotten items/ lunches need to show their Access Pass or register with Security and then proceed to the Office to drop off the item. Parents must leave right after dropping off the item. Students will be called to the Office to pick up the item.
- Parents and guardians attending events on campus must have an Access Pass or an event ticket that will be provided by the homeroom teacher.
- Access to campus is only available via the Tai Fung Avenue main entrance