



COLUMBUS HUMANITIES

ARTS & TECHNOLOGY ACADEMY

MORNING AND AFTERNOON PROCEDURES – 2019-20

Morning Procedures:

- The school doors open at 7:30 am. Students will not be able to enter the building prior to 7:30 am, unless they are enrolled in Oasis.
- Breakfast is served from 7:30 am to 7:55 am.
- Parents may visit classrooms to speak to their child's teacher between 7:30 am and 7:55 am.
 - If you would like to speak with a teacher after 7:55 am, we ask that you make an appointment with your child's teacher. This helps us to ensure uninterrupted instructional time.
 - Parents: Please park in the back 3 rows of the parking lot (the first row is reserved for busses).
- School starts at 8:00 am.
- After 8:00 am, your child will be considered tardy.

Afternoon Procedures:

- If you need to make a change to your child's car rider/bus/day care arrangements, please do so by 2:00 pm. You may also send a signed note to school with your child that morning, notifying the teacher of the change.
- Between the time of 3:00 pm and 3:30 pm, parents are not permitted to enter the school to pick up students. Parents may only enter the building by scheduling an appointment with the teacher. This is a hectic time and we want all students to be accounted for.
- Bus riders, walkers, and daycare students exit the building through the main doors in the front of the school.
- Car riders exit the building through the West doors (near Pep Boys). No parents are permitted to enter Pep Boys property while picking up their students(s).
- If you have an appointment inside the building after 3pm, please park in the back 3 rows of the parking lot (the first row is reserved for busses).