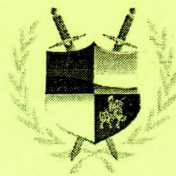


# COLUMBUS HUMANITIES ARTS AND TECHNOLOGY ACADEMY



2015 - 2016

## Morning and Afternoon Procedures

### Morning Procedures

- The school doors open at 7:30 am. Students will not be able to enter the building prior to 7:30am unless they are enrolled in Oasis (our before and after school program).
- Breakfast is served from 7:30am to 7:55am.
- School starts at 8:00am.
- After 8:00am your child will be considered tardy.
- If you would like to speak with a teacher during school hours or come in to view a lesson, we ask that you make an appointment with your child's teacher. This helps us ensure uninterrupted instructional time.

### Afternoon Procedures

- If you need to pick up your child or change the car rider/bus arrangements, please do so by 2:30pm. You may also send a signed note in with your child that morning, notifying the teacher of the change.
- Between the time of 3:00pm and 3:30pm, we will not release any students for pick-up for any reason. This is a hectic time and we want all students to be accounted for.
- Bus riders/walkers/daycares exit the building through the main doors in the front of the school.
- Car riders exit the building through the west door (near PEP Boys). For the safety of our children, you must be in a car to pick up your child.
- If you need to come into the building during dismissal, please park in the back three parking rows. The front row is reserved for busses.

Thank you in advance for your cooperation, if you have any questions or concerns, please give me a call.

Regards,

**Alexander Adams, M.Ed.**  
Columbus Humanities Parent & Head of School

*SEMPER PARATUS*

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Alexander Adams, M.Ed – Head of School