



## LOWER SCHOOL GENERAL INFORMATION

### SCHOOL START AND FINISH TIMES

School will begin promptly at 8:00 a.m. for Grades PreK-5. School will dismiss promptly at 2:50 p.m.

Students should be dropped off no earlier than 7:45 a.m. PreK and Kindergarten students can be walked directly to their classrooms at 7:50 a.m. If PreK and Kindergarten parents are going to park and walk your son/daughter to his/her classroom, it is strongly recommended that you park in the Simon House lot to avoid the arrival traffic at the front door of the Lower School.

### ARRIVAL AND DISMISSAL PROCEDURES

The drop-off and pick-up of LS students is accommodated at the LS front entrance. Children may be walked to their classrooms, but we strongly recommend that parents make a habit of dropping off their son/daughter at some point in the first two weeks of school. All parents and visitors to the campus must park in designated visitor parking spots.

#### Arrival

All LS students should be dropped off at the LS entrance after 7:45 a.m. and before 8:00 a.m. (with the exception of bus riders). PreK - Grade 4 students enter the LS through the doors of the main lobby and students in Grade 5 will enter the building through the Grade 5 entrance.

#### Dismissal

- All LS pick-up will be accomplished at the LS front entrance.
- The dismissal line of cars queues from the first space and continues to the back of the LS gymnasium, feeding up through the LS entrance driveway. Cars can also queue along the drive coming down from the Middle School.
- Each car should have a name tag in the windshield. Nametags for printing are available in the forms section of the Lower School Start of School website page.
- Cars then proceed to the exit or to the Middle and Upper School for pick up.
- Bus riders and children attending after school activities are escorted to the appropriate locations.
- All students must be “handed off” by a Teacher to a parent or caregiver, or to a Teacher in an after-school program. Please inform the LS office or your son’s/daughter’s Teacher of any changes in his/her form of transportation.
- Sibling Group Service: LS students who have MS/US siblings have the option to participate in the Sibling Group Service. After the LS dismissal at 2:50 p.m. LS students



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will wait for their MS/US siblings in the Lower School. Students will have the opportunity to work on homework, etc. until their older siblings are dismissed. Older siblings will then come to the LS to be dismissed with their younger siblings. Students must be picked up no later than 3:20 p.m. If a parent wishes to pick up his/her LS son/daughter and then travel to the MS or US to pick up older children, the LS student will be dismissed at the regular 2:50 p.m. time. If your son/daughter is to wait with the Sibling Group, please complete the form included in the “Forms” section of the Lower School Start of School website page. Return to the LS front desk or email to Karen Smith at [ksmith@kingschoolct.org](mailto:ksmith@kingschoolct.org) by September 3 enroll your son/daughter in the Sibling Dismissal Group.

### **SECURITY**

All visitors to the Lower School who arrive after 8:15 a.m. must register in the LS office and wear a visitor badge. This includes all parents. Anyone not wearing an identification badge will be instructed to register his/her presence on campus in the office.

### **LS DRESS CODE**

- LS formal uniforms are worn on days, designated by the teachers or the School, such as on field trip days.
- Please send your son/daughter to school properly dressed in his/her uniform. It will make enforcing the proper uniform attire much easier for the Faculty.
- PreK and Kindergarten students do not wear either the daily uniform or a formal uniform. Their teachers will explain their standard of dress.
- Physical Education dress code requirements by grade are listed in the LS Dress Code.
- The LS Dress Code is available on the King website.

### **MAGNUS HEALTH SYSTEM**

Please remember that all of the required components for your son/daughter in the Magnus Health System must be 100% completed and approved for him/her to start school in September.

### **COMMUNICATION WITH SCHOOL**

There are several ways to best communicate with the School and have immediate access to the information you need.

- If you have a question or concern regarding your son/daughter, contact your child’s teacher by phone or email. Each Faculty member has a voice mailbox and email address. Please visit the [Faculty/Staff Directory](#) for contact information.
- If you have a question about events, view the [Calendar](#) on the King website



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- Additionally, each grade level has its own grade level page and blog that you can refer to on a regular basis for information.
- If you need immediate assistance, you can contact the LS office at #3 on the main menu, Ms. Smith, Ext. 310

### **COMMUNICATION FROM THE SCHOOL**

**Lower School Families:** Class pages are the main way our lower school teachers communicate with parents. This year, we are introducing a new and improved software that will help you stay in communication with your child's homeroom teacher and specialists. This software will replace Grade Level Blogs. Class pages will be available during the first week of school. Later this summer, we will provide information on how to access your child's class page. There will be no need to subscribe to the Class pages, you will automatically have access to them.