



# Owensboro Catholic Elementary K-3 CAMPUS

## DAILY SCHEDULE

Below are highlights of our daily schedule you should know.

**The school will be opened each morning at 7:00AM.** Students arriving between 7:00 to 7:30 will be directed to a supervised area. They will be dismissed to their classroom at 7:30AM. The instructional day will begin promptly at 7:45AM.

**Students who arrive after the 7:45AM bell has sounded** will be marked tardy for that day. Late-arriving students must stop by the secretary's office to receive an admittance pass before going to their classrooms.

**The school parking lot is one-way, from Placid Place W. to Steele Drive, from 7:00-8:00 each morning and during the dismissal procedure in the afternoon.** Upon entering the parking lot from Placid Place you will find two traffic lanes leading to the school. The lane on the right is for cars; the one on the left is for buses. Eight to ten cars should be able to unload at the same time. Your child may disembark **anywhere** in the zone. *Students should not get out of the car on the driver side but rather on the passenger side of the car.* (Remember, a bus may be using the lane on the driver side of the car.) Please do not wait until you get to the main entrance to let your children out unless, of course, there is no one in front of you.

Children will be able to enter the cafeteria door now where they will be supervised until 7:30AM. If they arrive after 7:30AM they should proceed to their classroom. You should continue to exit the parking lot via Steele Drive.

The lane marked for buses will direct them to a BUS ONLY unloading zone at the east end of the building. Bus students will enter the school on that end. If they arrive after 7:30AM they should proceed directly to their classrooms. If they arrive before 7:30AM they will be directed to the cafeteria. (There will be a teacher at the door to receive the students.)

When the bus heads down besides the school building the driver will merge into the right-hand lane in order to enter the bus unloading area. After unloading your car-riding children you must merge into the left-hand lane. By law, so long as there is a median, real or imaginary, between a bus with its stop-arm flashing and a vehicle, the vehicle is not required to stop. You are not required to stop when a bus is unloading children at the east end of the building.

**Bus riders** will be dismissed at 2:05.

**Extended School Day** will be dismissed at 2:30.

**Car riders will be dismissed at 2:30.** (OCS Elementary 4-6 Campus will have car rider dismissal at 2:15.)

Please enter our parking lot from Placid Place West and park your car in the lined spaces beside the playground. When students are dismissed, they will come to you. When ALL students are safely loaded into their car, school personnel will signal the first car to leave. (Do not leave before the signal is given.) ALL cars follow, single file, beside the school and exit via Steele Drive.

**We are unable to provide supervision** for students who linger on the school property after dismissal. Unless participating in an adult supervised activity, please help us by being prompt when picking up your child(ren). For those who walk, instruct them to leave the school property immediately. Any student who has not been picked up by 2:30PM will be placed in Extended School Day Program and parents will be charged \$9.00 for care.

**Breakfast** is available between 7:10-7:30. Cost of breakfast is \$1.25 per student. Parents are invited to eat breakfast with their child(ren). The cost for adult breakfast is \$2.00.

**Cost of student lunch is \$2.00.** Parents are welcome to eat lunch with their child(ren). Please call the school by 9:00AM on the day you plan to eat so your name can be added to the count. Adult lunches cost \$3.00.

**Extended School Day Program** will be available from dismissal until 5:30PM. Cost will be \$28.00 per week (three days constitutes a week) for the first family member and \$16.00 for each additional family member. Cost for occasional attendance will be \$9.00 per day.