



Memo from the Director to parents

PRIMARY SCHOOL - Morning drop-off & Afternoon pick-up

- **Morning drop-off :**

- **1st through 5th grade students only** 8:15 through 8:25 a.m. morning drop-off in front of the school. If you don't want to use the morning drop-off, park on Golden Hind or in the parking lot at the back of the school. **Please do not park in the red zone or along the alley leading to the back parking lot.**
- **PreK1-PreK2-Kindergarten** - 8:15 through 8:45 a.m. parents bring students to the classroom and sign the drop-off sheet.

After 8:45 a.m. the school doors will be shut – late arrivals will have to go by the office.

- **Afternoon pick-up :**

Primary school students **MUST** be picked-up by an authorized adult.

- **PreK1-PreK2-Kindergarten** - 3:10 through 3:25 p.m. parents pick up students in the classroom and sign the pick-up sheet.
- **1st –5th grades only** - 3:15 through 3:25 p.m. pick up your child from the playground.

After 3:25 p.m., any child who remains at school is taken to Daycare; parents will be charged accordingly.

From 3:30 through 6:00 p.m. all remaining students must be picked-up from daycare



INFORMATION REGARDING DAYCARE

***Corte Madera Daycare (415) 661-5232 est. 3720 (until 3:15 p.m.) and
(415) 716-9998 (from 3:15 to 6:00 p.m.)***

As a service to its parents, the Lycée provides a daycare service Monday through Friday from 3:30 to 6:00 p.m.

Please respect the following rules for the children's safety:

- 1.** *The names of other parents or baby-sitters picking up the students (if not already authorized by yourself at the beginning of the school year), **must be given in writing or faxed no later than 12 noon the day of the change.** Absences and lateness must be called in **before 9:00 a.m.** Due to the schedules of the students and the personnel we cannot assure changes will be received and properly followed up after 12 noon. You may also use the "cahier de liaison" (correspondence notebook), write a note to your child's teacher, or send an email to reception@lelycee.org or fax at 415/924-2849.*
- 2.** *We **cannot give personal messages** to students or teachers during school hours except in case of an emergency. Please note that personal cell phones are not allowed on campus, you may call the reception for any urgent message you wish to leave your child.*

Children must be picked up before 6:00 PM.
After 6:00 PM, parents will be charged \$5.00 per minute.