

A Typical Study Institute Day

- 7:30a.m. - 9:00a.m.** Sign-in procedure for K-8th
(Location in Parking Lot 4A – See Map near “C” Buildings)
- Weekly payments should be given to designated staff when signing in. **If paying by cash, be sure to get a receipt.**
 - **Note:** Please don't leave your car unattended when dropping off students.
- 8:00a.m. – 9:00a.m.** Children are escorted by staff to classrooms.
- 8:30a.m. -- 9:55a.m.** Math instruction
- 9:55a.m. – 10:05a.m.** Break time (restroom & snacks)
- 10:10a.m.–11:00a.m.** Language Arts instruction for K-2nd grade
- 10:10a.m.--11:30a.m.** Language Arts instruction for 3rd grade & up

Lunch

- 11:00a.m. - 11:45a.m.** (K-2nd grade)
- 11:30a.m. - 12:30p.m.** (3rd grade & up)
- 12:00 noon-1:30p.m.** Daily trips- Boarding the bus for local scheduled trips
- *Please Note:** 8:30a.m. Early departure time for major field trips (Wednesday)****
- 3:30p.m. -5:00p.m.** Arrival time from local scheduled trips (Monday & Friday)
- 5:30p.m. -6:00p.m.** Arrival time from major field trip (Wednesday)

Note: PLEASE EXERCISE PATIENCE when signing out your children.

- Sign-out procedure** K-8th grade (Parking Lot 4A)
- Parents **must** come out of their vehicles to sign out children.

Late fee for picking up children after 6:00pm (Monday, Tuesday, Thursday and Friday), and 6:30pm on Wednesday. (An additional fee of \$10.00 for every 15-minute period after the noted times above.)