

CATHOLIC ACADEMY OF NIAGARA FALLS

ARRIVAL & DISMISSAL PROCEDURES

Pre - K 3 & 4

Arrival: Pre-K 3 & 4 will enter in Door #2 at 7:50 am and proceed to their classrooms. Door #2 will be locked at 8:10 am. If you arrive after this time, enter at Door #1.

Dismissal: Pre - K 3 will be dismissed directly to their parents at the Chapel Door #3.

Pre-K 4 will be dismissed directly to their parents at Door #2.

Bus Students

Enter in the Office Door #1 and proceed to the cafeteria to sit at their assigned tables. At 7:50 am the students will be picked up by their teachers and proceed to classroom to begin their day.

Grades K – 6

Arrival: Except for early arrival bus riders, students will be allowed in the building at 7:50 am. Morning latch key is available beginning at 7:00 am. Please refer to “Latch-Key” information for cost.

When bringing your child to school, please park in the large parking lot, enter Door # 6 then proceed to the cafeteria where your child will sit at their assigned table to wait for their teacher. If a student arrives after 8:00 a.m. they will need to enter at Door #1 and pick up a late pass in the Main Office.

Dismissal: At 2:20 pm, bus students will be called down to be dismissed to their assigned buses.

All other students will then be called down to the cafeteria for dismissal. Parents will enter **Door #6**, proceed to the cafeteria to pick up their child(ren) and leave the building through cafeteria **Door #5**.

Please do not enter the Office Door (#1) to pick up your child from the cafeteria.