



DAILY SCHEDULE

K4	8:15 a.m. – 11:45 a.m. (Monday & Wednesday) and 8:15 a.m. – 1:00 p.m. (Friday)
K4 Extended Day	11:45 a.m. – 2:45 p.m. (Monday and Wednesday)
Lower School	8:00 a.m. – 3:00 p.m. (Monday – Thursday) and 8:00 a.m. – 1:10 p.m. (Friday)
Upper School	8:00 a.m. – 3:05 p.m. (Monday – Thursday) and 8:00 a.m. – 1:15 p.m. (Friday)

MORNING

- 7:30 a.m.** Students may be dropped off.
Grades K-6 Dining Hall
Grades 7-8 Graves Hall 3rd Floor
Grades 9-12 Lingle Hall
**Do not leave your student until the designated entry door is unlocked and a faculty /staff member is there to receive them.*
- 7:45 a.m.** K-12 students may enter school and go directly to classrooms.
- 8:00 a.m.** K4 students may enter the Newbury Center.
- 8:00 a.m.** All students must be seated at their desks with all necessary materials to begin class.
- 8:15 a.m.** K4 class begins (M, W, and F).

TARDIES AND ABSENCES

- If a student arrives late to school, they must go to the main school office in Graves Hall to receive a tardy slip before proceeding to class. This does not apply to K4 students.
- Parents should call the school office in the event of a student absence. Refer to handbook for guidelines on make-up work.

AFTER SCHOOL

- Parents are expected to pick up their children promptly at dismissal time.
 - Students who are not picked up by the end of carpool time will be monitored while they wait for their parents to arrive. Please see the Student/Parent Handbook for the “After Hours Policy”.
- 11:45 a.m.** K4 students will be dismissed directly from classroom (1:00 p.m. on Fridays).
Optional Extended Day Dismissal (Monday & Wednesday) – 2:45 p.m.
- 3:00 p.m.** K – 5th grade students dismissed to carline in Dining Hall (1:10 p.m. on Fridays)
- Students should leave the building immediately (weather permitting).
 - Students are not permitted to play on the playground after school, unless monitored by an adult.

3:05 p.m. Students in Grades 6-12 are dismissed (1:15 p.m. on Fridays)

LUNCH SCHEDULE

Grade Level	Lunch Time	Location
K4	Flexible	Classroom
K	TBD	Classrooms
1 st – 3 rd	12:05 – 12:30 PM	VH Dining Hall
4 th – 6 th	12:35 – 1:00 PM	VH Dining Hall
7 th - 8 th	11:17 – 11:58 AM	Lingle Hall Grounds and Gym
9 th - 12 th	11:17 – 11:58 AM	Lingle Hall Grounds and Commons

- Lower School students should bring a healthy snack in addition to lunch.
- Staff will provide supervision at lunch and recess.
- Lower School students should bring a water bottle to school.
- Students in grades 6-12 are permitted to use microwaves.

VISITING CAMPUS

- All visitors, including parents, must sign in at the school office in Graves Hall.
- Parents should call ahead to make an appointment if they desire to see a teacher or visit a classroom.