

**Shepherd of the Hills Lutheran School and Child Care  
Safe Arrival and Dismissal Plan**

(Revised August 2023)  
School Office: 210-614-3741  
School Website: [www.shlutheran.org](http://www.shlutheran.org)

**Parent Note: Beginning Monday, August 28, 2023, the upper lot parking access gate hours will be as follows: (adjustments may be made based on future safety access needs)**

**Campus Family Arrival : Open 6:30 AM / Closed 8:00 AM**

**Campus Family Dismissal: Open 2:30 PM / Closed 6:30 PM**

**When the parking access gate is closed, please enter through the Family Life Center School office.**

**ARRIVAL & DISMISSAL PROCEDURES ( Infants through Three Year Olds)**

**Parking access gate hours:**

**Arrival: Open 6:30 AM / Closed 8:00 AM    Dismissal: Open 2:30 PM / Closed 6:30 PM**

**8:00 AM - 2:30 PM campus access through Family Life Center only.**

**Infants: (Church Nursery Classrooms)** Parents will ring the doorbell outside of the nursery classrooms. Child care staff will meet you at the door and welcome your child to the room.

**Toddlers: (Room 113)** Parents will walk along the sidewalk of the back playground to the outside playground door of Room 113. Please ring the doorbell. Child care staff will check the secure viewing port in the door and welcome your child to class.

**Two Year Olds: (Room 111)** Parents will walk along the sidewalk of the back playground to the outside playground door of Room 111. Please ring the doorbell. Child care staff will check the secure viewing port in the door and welcome your child to class.

**Three Year Olds:** Parents will enter the outside door 3 year old classroom hallway, ring the doorbell or enter through the double blue doors.

## ARRIVAL PROCEDURES (Prekinder through 8th Grade)

**School Hours: Prekindergarten 8:00 AM - 3:00 PM Kindergarten-Grade 8 7:50 AM - 3:15 PM**

### **Parking access gate hours:**

**Arrival: Open 6:30 AM / Closed 8:00 AM Dismissal: Open 2:30 PM / Closed 6:30 PM**

**8:00 AM - 2:30 PM campus access through Family Life Center only.**

**Prekindergarten through 8<sup>th</sup> Grade:** Students may enter the school building through the double blue school doors. Students will be in the cafeteria from 6:30 AM - 7:30 AM. Teachers will escort students to their classrooms at 7:30 AM.

**Late Arrivals after 8:00 AM:** Kindergarten through 8th grade: Parents, if your child arrives after 8:00 AM; please bring your child to the office in the Family Life Center for a tardy pass before being admitted to class.

**Appointments during the Day:** Parents, if your child must leave for an appointment during the day, please call the school office (210-614-3741) prior to your arrival. Parents need to sign their children in/out from the Family Life Center school office.

**DISMISSAL (Prekinder through 8th Grade) Parking access gate open: 2:30 PM-6:30 PM**

**Prekindergarten:** Dismissal at 3:00 PM - Parents are encouraged to park and walk up to the picnic tables to receive their child.

**Kindergarten through 8th Grade:** Dismissal at 3:15 PM - Students will be escorted to the church building. The student's name will be called. Staff will walk students to parent vehicles. Parents will join the two-lane car line following safety cones and safety team directions. Parents, please place the **PARENT CAR LINE NAME SIGN** in your front window for viewing by the safety team.

**After School Care (Prekinder through 8th Grade) Parking access gate open: 2:30 PM-6:30 PM**

**Prekindergarten:** Parents may walk along the sidewalk of the back playground to the outside playground door of Room 110. Please ring the doorbell.

**Kindergarten through 8th Grade:** Parents may pick up their child through the double blue school building doors or on the front playground.

**Athletic and Enrichment Club Members:** Students attending after school activities will need to check in with child care first. Coaches and Enrichment Group leaders will pick up children from child care. Those who are not being picked up by authorized adults will be signed back into child care after their after school activities.