

George and Veronica Phalen Leadership Academy

2323 N. Illinois St. Indianapolis, IN 46208 317-333-6980



Arrival

Our doors open at 7:45 a.m. each morning and instruction begins promptly at 8:05 a.m. When dropping scholars off for school, parents/guardians and daycare providers are required to enter the school parking lot from the Illinois Street entrance **ONLY**. To accommodate as many vehicles as possible, we ask that you pull all the way forward to the cone at the end of the sidewalk. A staff member will perform temperature checks on all scholars before they can exit vehicles during morning arrival. Once scholar(s) temperatures are confirmed below 100.4°F, scholar(s) should be released from vehicles from passenger side doors along the sidewalk of the school's entrance. Scholars are to walk down the sidewalk to the black iron gate and enter the building through the cafeteria doors. Parents/guardians and daycare providers are to exit the arrival procession line out to 24th Street **ONLY**. Scholars are offered breakfast until 8:00 a.m. The cafeteria doors will close at 8:05 a.m.

SCHOLARS ARE NOT TO BE LEFT UNATTENDED ON SCHOOL PROPERTY BEFORE 7:45 A.M.

Late Arrivals

Scholars arriving after 8:05 a.m. are considered tardy. Parents/guardians and daycare providers will need to park and escort tardy scholars to the front entrance of the building. Scholars arriving late to school will **NOT** be permitted to enter the school without a staff member performing a temperature check. Parents/guardians and daycare providers **MUST** stay with their child(ren) until they are permitted to enter the school. Tardy scholars will be provided a tardy slip by the FOA, which must be given to their classroom teachers to enter the classroom.

Early Dismissal

Early dismissal is anytime before 2:45 p.m. We ask that you please try to refrain from picking your scholar up early unless there is a medical appointment or an extreme emergency. For the safety and security of our scholars, staff, and families, early dismissals will not be permitted after 2:45 p.m. except in the event of an extreme emergency that has been approved by the principal/school leader. All requests for early dismissal need to be reported to the classroom teacher or the front office manager before 2:00 p.m. Scholars must be signed out in the main office by a parent/guardian or an authorized individual listed on the scholar's emergency contact list. As with regular dismissal, scholars will not be released to anyone that is not authorized by a parent/guardian.

Dismissal

Dismissal begins promptly at 3:00 p.m. and ends at 3:30 p.m. When picking scholars up for school, parents/guardians and daycare providers are required to enter the school parking lot from the Illinois Street entrance **ONLY**. Parents/guardians and daycare providers will need to have scholar(s) car-rider placards in their windshield when picking up scholars. Scholar(s) will be escorted by a staff member to enter vehicles through passenger side doors along the sidewalk of the school's entrance. Parents/guardians and daycare providers are to exit the dismissal procession line out to 24th Street **ONLY**. Please ensure that an authorized individual is here before 3:30 p.m. to pick up your scholar.

REVISED August 20, 2021

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In the event that you are unable to pick your scholar up by 3:30 p.m., it is your responsibility as parent/guardian to notify the school and make arrangements for your scholar to be picked up by the end of dismissal by an authorized individual listed on the scholar's emergency contact list. Scholars left after 3:30 p.m. impose an extreme burden on staff who must then stay late.

If your scholar is not picked up by 3:30 habitually, the school holds the right to make a referral to the Department of Child Services for abandonment. It is not the responsibility of our staff to stay beyond their contractual day to provide care for your child.