

Lower School Upper Elementary (Upper E) - General Information

Gr 4–6 • 2022-2023

School Hours

Beginning of Day Note: 7:30 a.m. is the earliest that students may arrive at school. Supervision of students begins at that time. Students cannot be dropped off outside or left in the entryway without supervision.

7:55 a.m.

Students not in assigned classrooms are tardy and must receive a pass from the school office. Parents are not required to accompany tardy students.

3:10 p.m.

Students not picked up by 3:30 p.m. will be taken to Eagles Zone (after school care) and will be charged.

Chapel – Wednesdays 8:15 – 9:00 a.m.

Founders’ Gym or Eagle’s Point Outdoor Chapel
Parents always welcome! Please check in at the UE visitor kiosk.

Lunch/Recess Schedule and Procedures

Food delivery services are not allowed. Parents may drop food off at the UE Office.

Gr 4 Lunch: 12:15-12:40
Recess: 12:40-1:10

Gr 5 Recess: 10:50 – 11:20
Lunch: 11:20-11:45

Gr 6 Recess: 11:20-11:50
Lunch: 11:50-12:10

Students signed out for lunch, either by a *parent*, or with written parent permission someone else, (*friend or relative*) must return during the designated lunch time or will be considered tardy.

If your child forgets his/her lunch or money, they can charge a lunch. This charge must be repaid to the food service (GTF) the following school day.

Parents may schedule lunch with their child in Buckman Commons by emailing tami.lott@chca-oh.org.

Eagles Zone - Gr 4-6 After School Care

513-310-9933

Fee Based “Pay-to-Stay” • Pre-Registration Required

See <https://www.chca-oh.org/my-lower-school/extracurriculars-and-after-care>

3:15 p.m.

6:00 p.m.

End of Day Messages: If you must leave a message for your child, or if your child is being picked up early, please call the office at (513) 247-9944 ext. 206 no later than 2:00 p.m.

All visitors and volunteers must check-in at the UE front desk.

All volunteers must have a valid background check on file with CHCA.