

Founders' Campus, Lower School Upper Elementary (Upper E)
Grades 4 – 6
General Information 2023–2024

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.

<p style="text-align: center;">7:55 a.m.</p> <p><i>Students must be in assigned classrooms by 7:55. Students not present in class at 7:55 are tardy and must receive a pass from the school office. Parents are not required to accompany tardy students.</i></p>	<p style="text-align: center;">3:10 p.m.</p> <p><i>Students not picked up by 3:30 p.m. will be taken to Eagles Zone (after school care) and will be charged.</i></p>
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Chapel – Wednesdays, 8:15 – 9:00 a.m.
 Founders' Gym or Eagle's Point Outdoor Chapel
UE Parents in Prayer – Fridays, 11:30 a.m. – 12:00 p.m.
 UE Christian Studies Classroom
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.

<p>Gr 4 Lunch: 12:25 - 12:45 Recess: 12:45 - 1:15</p> <p>Gr 5 Recess: 10:50 - 11:20 Lunch: 11:20-11:45</p> <p>Gr 6 Recess: 11:20-11:50 Lunch: 11:50-12:15</p>	<p>Students signed out for lunch, either by a <i>parent</i>, or with written parent permission someone else, (<i>friend or relative</i>) must return during the designated lunch time or will be considered tardy.</p> <p>If your child forgets his/her lunch or money, they may charge a hot lunch in the café. This charge must be repaid to GTF the following school day.</p> <p>Parents may schedule lunch with their child in Buckman Commons by emailing tami.lott@chca-oh.org.</p>
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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.
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End of Day Messages: If you must leave a message for your child, please call the office at (513) 247-9944 ext. 206, or email tami.lott@chca-oh.org, 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.