

Valrico Academy



Arrival and Dismissal Procedures 26-27

Arrival Schedule (Staggered by Grade)

To ensure safe and efficient process:

- **Kindergarten:** 7:00 AM
- **1st – 3rd Grade:** 7:00 AM
- **4th – 5th Grade:** 7:30 AM

Arrival Procedures

- All students must be dropped off through the **designated car line**.
- **No walk-ups permitted.**
- Enter through the **back gate** and follow staff directions.
- Have your **Valrico Academy car tag visible and ready**.
- Students will be safely escorted from vehicles by staff.
- Maintain **5 MPH speed limit** at all times.

Dismissal Schedule (Staggered by Grade)

To ensure a safe and efficient process:

- **Kindergarten:** 1:45 PM
- **1st – 3rd Grade:** 2:00 PM
- **4th – 5th Grade:** 2:30 PM

Dismissal Procedures (Car Line Only)

- All students must be picked up through the **car rider line**.
- **Walk-ups are not permitted** for safety.

Car Line Steps

1. Enter through the **back gate**.
2. Display your **official car tag**.
3. A staff member will input your child's **4-digit dismissal code**.
4. Follow staff directions and **remain in your assigned lane**.
5. Students will be released in **staggered order**.
6. Drive **slowly (5 MPH max)** and stay alert.

Inclement Weather Procedures

Definition of Inclement Weather

Inclement weather includes:

- Severe rain or wind

- Yellow Alert on Thor Guard
 - Conditions where it is unsafe to be outside
 - *(No lightning present)*
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Modified Dismissal Process

During inclement weather:

- Students and teachers will remain in classrooms initially.
 - Parents will:
 - Pull up to the designated area
 - Park and exit vehicles
 - Bring their car tag to the cafeteria doors
 - Staff will:
 - Enter student numbers into Driveline
 - Send students to the cafeteria for dismissal
 - Match students with parents before release
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Important Notes & Exceptions

- Weather conditions can change quickly, and timing matters.
 - Depending on where we are in the car line process:
 - You may receive different instructions than usual
 - All updates and changes will be communicated via:
 - TEAMS (primary communication platform)
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Safety Expectations

- Always follow all staff directions.
 - Parents should remain in your assigned lane—no merging or cutting.
 - Keep your car tag visible.
 - Practice patience and respect toward staff and families.
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