

Student Arrival/Departure

Parents should thoroughly familiarize themselves with the designated pick-up and drop-off points and visitor parking areas at the school. Motorists should exercise caution when entering the parking lot. Motorists should pay attention to school staff directing traffic in the mornings and afternoons. Cars may not park on the grass or in the bus lanes.

Due to the large influx and egress of school population (approximately 1200 staff and students) in a very compact timeline each morning and afternoon, Belle Chasse Academy has worked closely with Base Security and the Base Safety Office to implement procedures that ensure the safety of our students, parents, and staff. BCA staff are assigned to crosswalks and strategic vantage points each morning and afternoon to supervise and direct an orderly flow of people and vehicular traffic to ensure the safety of your children. Courtesy is our motto. However, the procedures are in place for safety. Please follow all directions.

Faculty and staff will greet students in the morning and dismiss the students in the afternoon, ensuring that each student enters and exits the campus in a safe and orderly fashion.

Students are not allowed to be dropped off before 7:30 a.m. Staff are not present to supervise and obtain custody of your child(ren) prior to that time and therefore cannot assume responsibility/liability for your child(ren) before that time. The BCA Main Building is not open for access until 7:50am. However, starting at 7:30am students may enter the cafeteria for breakfast, and the gym to assemble in grade-level arrangement. Children should follow directions of the staff. This is neither a formal assembly nor a requirement. It is a child-supervisory courtesy offered to parents who must be at work before 7:50.

Walkers

Parents who would like their children to walk home must notify the school in writing of this departure method. Walker Forms must be signed and dated indicating whether the child may walk home unescorted by a parent or guardian.

Student Arrival

Bus Riders

Bus riders are dropped off on Essex Avenue behind the BCA Main Building. Students will exit at the walkways only. They will then enter the Main Building at the nearest gym door.

Car Riders

Parents transporting their students to school via automobile have two official school student drop-off points: the school driveway (Fifth Avenue) at the crosswalk between the two school buildings, or the parking lot on the corner of Yorktown and Russell. (This is *not* the BCA parking lot.)

Students are not permitted to be dropped off in Base housing behind the school, for safety reasons and for courtesy to our neighbors in Base housing. Base Security will issue tickets.

Main Building Drop-off

Please note that Base Security will not allow left turns onto Yorktown between 7:30-8:00am, and 3:30-4:00pm.

Fifth Avenue is set-up for two lanes of traffic. Please continue to move in two lanes to the sheltered crosswalk. Do not pull into the parking spaces in front of the Main Building if you are dropping off. Once at the sheltered cross walk children will exit the automobile and **use the crosswalk** to enter the appropriate building.

Please follow the directions of the Crossing Monitor and do not allow your children to exit the car until you have reached the crosswalk. Monitors will also be present to assist.

For the safety of the students, entrance to the BCA parking lot is not permitted during drop off/pickup.

If you wish to walk your car rider child into the school, let the Crossing Monitor know, and he will direct you to a short term parking space on Fifth Avenue in front of the Main Building.

However, additional parking is available at the Remote Parking Lot. If you choose to drop your student in the Remote Parking Lot (not the school parking lot), entry is made at Russell just past Yorktown. See photo below ("X"). A sidewalk runs along the parking lot at Russell. Have your child proceed to the crosswalks at Chambers/Yorktown and Yorktown/Fifth, where BCA crossing guards are positioned. It is about a four minute walk from the parking lot to the front doors of BCA.



Student Departure

Bus Riders

Bus riders will depart from Fifth in front of the Main Building.

Car Riders

Afternoon vehicle pick-up is likewise carefully orchestrated. You will be clearly directed to designated pick-up points, and your child will be escorted to that point. You will be provided yellow-placards, clear instructions, and traffic direction.

Students should not be present on school grounds after 3:45 p.m. unless participating in school-sponsored activities.

If a student's regular departure method is changed, the school must be notified in writing by 2:00 p.m. the day of the change. Email is acceptable with an attached screen shot of parent/guardian identification to verify. Verbal notification will not be accepted. Only the adults listed on the student information sheet are authorized to pick up students.

If you wish to check your child(ren) out early, please do so before 3 pm. Otherwise you will have to wait for regular dismissal at 3:30 pm to ensure a smooth and safe transition of custody from BCA to you.

Parents wishing to add to persons authorized to pick up you child(ren) must do so in writing. Parents must also provide documentation for those adults not authorized to have contact with or to pick up students.

If a child is not picked up, misses his/her afternoon bus transportation, or returns to school after being dismissed appropriately, the parent or emergency contact will be called to arrange for pick up. Parents should communicate effectively with the school when and if they are going to be late. Habitual tardiness in picking up students at prescribed times may result in a referral of the parents/guardians to the appropriate authorities.

All students participating in after school activities must report to the room designated for the activity by 3:45. For the safety of our children, any student in the halls after that time will be considered in an unauthorized location. Written directions for dismissal must be submitted.

Students who are not enrolled in after-school activities are required to leave school grounds immediately following dismissal unless attending a school event.