

ANSWERS TO FREQUENTLY ASKED QUESTIONS

Helpful information for new families joining Ashley Academy:

- The first day of school is a ½ day. Lunch will not be served, but you can send a snack. Dismissal for half days is at 11:30 a.m.
- Parents can begin dropping off children at 7:30 a.m. at the gym. Children will be supervised in the gym and will be dismissed at 7:45 a.m. to go to their classrooms.
- Class begins at 7:50 a.m. sharp – students should be in their seats ready to start the day.
- School is dismissed at 3:15 p.m.
- After dismissal for the day, parents have 15 minutes to pick up their children before they go to Extended Care. If children are picked up after 3:30, there is a \$4.00 fee through the first hour. Anyone still in extended care past 4:30 is charged \$8.00. Please pick up your child by 3:30 to avoid incurring extended care fees.
- An informational parent-teacher meeting is held at the beginning of the school year. This is a time for teachers to explain curriculum goals, their individual classroom discipline policy, and any other plans for the year. Due to limited space and scope of the meeting, parents usually do not bring their children to the meeting.
- Fees for lunch, ice cream, and drinks will be billed to the parents each month. You do not need to send lunch money each day. Lunchroom supervisors keep a tally sheet of food and drink items consumed by the students. Fees for extended care are billed on the same statement.
- Box Tops – Every year, Ashley Academy asks parents to collect “Box Tops” labels from grocery items. Please save the Box Tops labels all year long even when school is not in session.
- Tardy students (after 7:50 am) and students arriving to school late in the day should check in at the office before proceeding to their classroom.
- Parents needing to check out a student should report to the office and not go directly to the classroom. Parents visiting or volunteering on campus should obtain a visitor’s pass in the office.
- Land’s End polo shirts in **cobalt blue** with the Ashley Academy logo are the recommended dress code for school field trips. They may be ordered at Lands’ End. The preferred school number is **9001-0339-1** and the logo ID number is **0539082K**. (White shirts are optional.)

- Keep your email address up to date with the office. A weekly newsletter is sent via email. Also, school closings due to weather and other news is emailed.

• **Traffic & Pick Up/ Delivery**

-- **How Car Line Works for Drop Off and Pick Up** - The car line lane is on the right side of the parking lot. In the morning, pull up to the gym entrance to let your child out of your vehicle. In the afternoon, get in the car line lane and your student(s) will be brought to the car by teachers. Once you have your student(s) in the car, you can exit the car line lane but please yield to the other cars who are driving through the parking lot to the exit.

-- So that traffic does not extend into Knob Creek Road, use the circle in front of the office to enter the car line (this helps extend the line of cars). The first few days of school, every family tends to be on time, and the line can be long, but be patient, everything will work out.

-- The car line lane should flow smoothly and not be blocked. Do not park and leave your car unattended in the car line lane.

-- **When Not Using Car Line** -- If you're not using the car line, use the left lane when entering the school and park in a designated spot. It is important that sidewalks are left unblocked – please park in the marked spaces in the parking lot. In the morning, use a parking spot if it will take time to unload students, backpacks, class projects, etc.

-- **Other Parking and Traffic Considerations** - Entrance to the school is on Knob Creek Road, not the entrance on Lacy Street.

-- You should exit campus on Lacy Street.

-- Vehicles should never be left unattended or parked in the car line lane.

-- Please observe the one way traffic through the Ashley campus.

-- There is a 10 mph speed limit in the school parking lot.

-- Please do not park under the pine trees along the fence on Lacy Street because it obstructs the view of those who are exiting the campus, and it crowds the road for the general traffic along the street. We strive to maintain a good relationship with the homes along Lacy Street, and they appreciate you NOT parking under the pine trees too.

-- Even if you see someone not following the rules, try to be patient. Do not do as they do, that will just add to the problem.

-- **One More Consideration** – Pick up and drop off is not suitable for parent/teacher conferences. Some teachers are designated to work in the car line lane and have duties to perform. Other teachers are busy supervising children in the gym. Unless it is just a quick question, ask a teacher if they have time to talk to you after pick up time ends at 3:30 pm.