

Important Times to Remember:

7:30 am	Door Codes begin working to allow building access
7:30 – 8:15 am	Early Bird Class begins (Must be enrolled or a drop in can be requested at \$6/day)
8:15 – 8:30 am	Regular Preschool Day Drop Off/Teachers are ready to begin at 8:30 am
8:45 am	Door Codes stop allowing access/Must ring the office doorbell for entry
9:00 am	Students arriving after 9 am must have a doctors excuse/Parent called ahead for special consideration. Special consideration should be a rare occasion. Tardiness causes disruption to the entire class.
2:45 pm	After Care begins for those who are enrolled. If your child is not staying as usual, please call ahead or let us know in the Brightwheel App so that we can have your child in the hallway for easy pick up.
2:45 – 3:10 pm	Car Line Starts/Staff begins loading cars from the main hallway
3:15 pm	Any student not picked up by the time that we are done loading cars will be taken to After Care and a \$12 Drop in After Care Fee will be assessed to the students account. Parents/Guardians will need to park and walk inside to locate the student.
3:15 – 5:30 pm	Door Codes begin working again for parent entry
5:30 pm	After Care Ends If you are running late, as a courtesy, please call ahead or message in the Brightwheel App. A staff member will complete a form adding a late charge of \$1/minute every minute after 5:30 pm. A signature will be requested at pick up and the fee will be invoiced on the student's Brightwheel account. Please note: If you are habitually late, NCA may refuse to provide After Care for your child. Just like our parents, NCA staff members have families and other obligations. Please be courteous by being punctual.

These times were all discussed during Parent Orientation before school started; however, if you have questions or concerns, please feel free to reach out to me.

Blessings ~ Mrs. Melissa