

River City Science Academy Mandarin

RCSA Mandarin Campus Daily Schedule 2018 – 2019 ***Kindergarten – 5th Grade***

School Hours:

Kindergarten – 5th Grade: 8:00 a.m. – 2:45 p.m.

Early Dismissal Hours:

Kindergarten – 5th Grade: 8:00 a.m. – 1:00 p.m.

Early Morning Extended Day:

6:45 a.m. – 7:45 a.m.

- Students must be dropped off at the cafeteria doors during this time.

Arrival:

7:15 a.m. – 8:00 a.m.

- Doors will open at 7:15 a.m. Students will report to their homeroom classes between 7:40 a.m. and 8:00 a.m. Breakfast will be available from 7:30 a.m. – 7:50 a.m. and all students must report to their homeroom class no later than 8:00 a.m.
- Kindergarten through 2nd grade will be dropped off at the cafeteria. 3rd grade through 5th grade will enter the building at the basketball court entrance where they will report to the library.
- Students who arrive earlier than 7:15 a.m. will not be under the supervision of an adult from RCSA or allowed to enter the building if they are not checked in to Early Morning Extended Day.
- Students arriving after 8:00 a.m. will be tardy and must be signed in at the front office.

Lunch:

Lunch Schedule	
Grade Level	Period
Kindergarten	10:15 a.m. – 10:45 a.m.
First	10:25 a.m. – 10:55 a.m.
Second	10:30 a.m. – 11:00 a.m.
Third	10:50 a.m. – 11:20 a.m.
Fourth	10:55 a.m. – 11:25 a.m.
Fifth	11:00 a.m. – 11:30 a.m.

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Dismissal:

2:45 p.m.

- The front office will be closed during dismissal. Please hold any needs until dismissal ends at 3:00 p.m.
- Student pick up is between the two buildings.
- Please follow these directions below for pick up:
 - Kindergarten through 2nd grade will be picked up in Lane 1 (under the car port)
 - 3rd through 5th grade will be picked up in Lane 3
 - If you have students in BOTH buildings, they will be picked up in Lane 2
 - EX: if you have a 1st grade student and 4th grade student, you will pick up both students in Lane 2.
 - Any 3rd through 5th grade student with a middle school sibling, will be picked up in the staff parking lot
 - If your middle school student is absent for a day, you will need to pick up your elementary student in Lane 3. They will be escorted to the staff parking without their middle school sibling.
- Students attending clubs or tutoring will be expected to be in their club by 3:00 p.m.
- Any student that is not picked up by 3:00 p.m. will be sent to Extended Day. Parents will have to sign the child out from the Front Office and pay the daily rate of \$15.
- **WALKERS:**
 - Students will be escorted to the sidewalk on Old St. Augustine Road (on the other side of our fence) at 2:45 p.m.
 - Please be mindful that students are released from class at 2:45 p.m., meaning they may not arrive to the walkers pick up right at 2:45 p.m.
 - If you are meeting you student, there will no need to come inside the fence, please wait by the sidewalk on Old St. Augustine Road.

Extended Day:

3:00 p.m. – 5:45 p.m.

- Extended Day students will be picked up and checked into Extended Day at 3:00 p.m.
- Please follow the directions below for picking up your student from Extended Day:
 - Kindergarten through 2nd grade Extended Day students will be picked up in the Lower Front Office.
 - 3rd through 5th grade Extended Day students will be picked up in the Upper Front Office.

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- If picking up between 3:45 p.m. and 4:00 p.m., parents must park in the staff parking lot for pick up.
- Students will have blocks of time for homework, computer lab, activities, snack, and recess.

Clubs and Tutoring:

3:00 p.m. – 3:45 p.m.

- Students attending clubs or tutoring will be expected to be in their club by 3:00 p.m.
- After clubs/tutoring, students will be escorted to carpool dismissal
 - Please follow the directions below for pick up:
 - Kindergarten through 2nd grade will be picked up in Lane 1 (under the car port)
 - 3rd through 5th grade will be picked up in Lane 3
 - If you have students in BOTH buildings, they will be picked up in Lane 2
 - EX: if you have a 1st grade student and 4th grade student, you will pick up both students in Lane 2.
 - Any 3rd through 5th grade student with a middle school sibling, will be picked up in the staff parking lot
 - If your middle school student is absent or does not have a club/tutoring, you will need to pick up your elementary student in Lane 3. They will be escorted to the staff parking without their middle school sibling. Any student that is not picked upon dismissal from clubs/tutoring will be sent to Extended Day. Parents will have to sign the child out from the front office and pay the daily rate of \$15.

Building closed for the night:

6:00 p.m.

- By law, we are required to call the authorities for any child that is not picked up by the closing time.
- If you are running late due to traffic, please call the school to notify the front office staff.

Please NOTE:

- Early Checkouts & Tardies:
 - In order for a student to be checked out early:
 1. An ID must be shown.
 2. The adult picking the child up must have been previously approved by the parent/guardian.

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- **Students are not able to be checked out after 2:15 p.m.**
- If a student exceeds the number of excused/unexcused tardies or absences without official documentation, DCPS will step in to handle the truancy.

