Dear Kaplan Staff and students,

As we prepare for the school year, please review the morning arrival and breakfast procedures below to ensure a smooth, secure, and efficient start for our students.

Student drop offs: Parents/guardians will bring their child to the back entrance of the school and the staff will receive them. All students must hand in their electronics at the entrance.

Staff Postings & Duties (8:10 AM)

- **All staff will punch-in at the main office and pick up your ID badge.**
- **Classroom Aides and 1:1 aides:** Report directly to your Period 1 classrooms to prep the space and prepare for student arrivals.
- **1:1 Aides & K wing Staff:** Report to the top of the big steps by 8:10 AM to receive incoming students.
- **Mr. Lane & Screening Team:** Stationed at the entrance for K–5 bookbag checks.

Student Procedures by Grade Level

Grades K–5

1. **Bag Drop:** Students drop off their bookbags with Mr. Lane upon arrival.
2. **Breakfast:** Students proceed directly to their Period 1 classroom for breakfast.
3. **Bag Delivery:** After Mr. Lane completes bag searches, designated classroom staff will pick up the bags and bring them to the classrooms.
4. **Classroom Staff:** Monitor corridors and retrieve screened K–4 bookbags once checks are complete.

Grades 5–12

1. **Students will be wanded and all bags will be checked upon entry. Students will hand in all electronics upon arrival (phones, tablets, laptops, smart watches).**
2. **Cafeteria & Schedules:** Students proceed directly to the cafeteria at 8:10 AM for breakfast. Middle andHigh school students will also receive their class schedules in the cafeteria.
3. **Cafeteria Closing (8:40 AM):** Breakfast service in the cafeteria ends promptly at 8:40 AM.
4. **Late Arrivals:** Students arriving after 8:40 AM will receive a Grab-and-Go breakfast before reporting directly to class.

Thank you in advance for your dedication to keeping our morning routine safe, punctual, and welcoming. Please reach out if you have any questions regarding your morning assignment.

Best regards, Ms. Ballard and Ms. Miller