

Advanced Learning Academy Primary At Nelson

Arrival and Dismissal Procedures

2026-2027

Welcome, ALA Primary Families!

We are excited to see everyone as we begin the 2026-2027 school year. There has been a slight change to our start and stop times for this school year; our school day will now end at 3:25 pm.

Please take a moment to review the document below and we look forward to starting a fantastic year together very soon!

Sincerely,

Jennifer Barber
Advanced Learning Academy Primary Principal

Campus Start and Stop Times

	<u>Drop Off Time</u>	<u>Start Time</u>	<u>Stop Time</u>	<u>Pick-Up Time</u>
PreK-3rd Grade	7:30-8:00 am	8:00 am	3:25 pm	3:25-3:45 pm

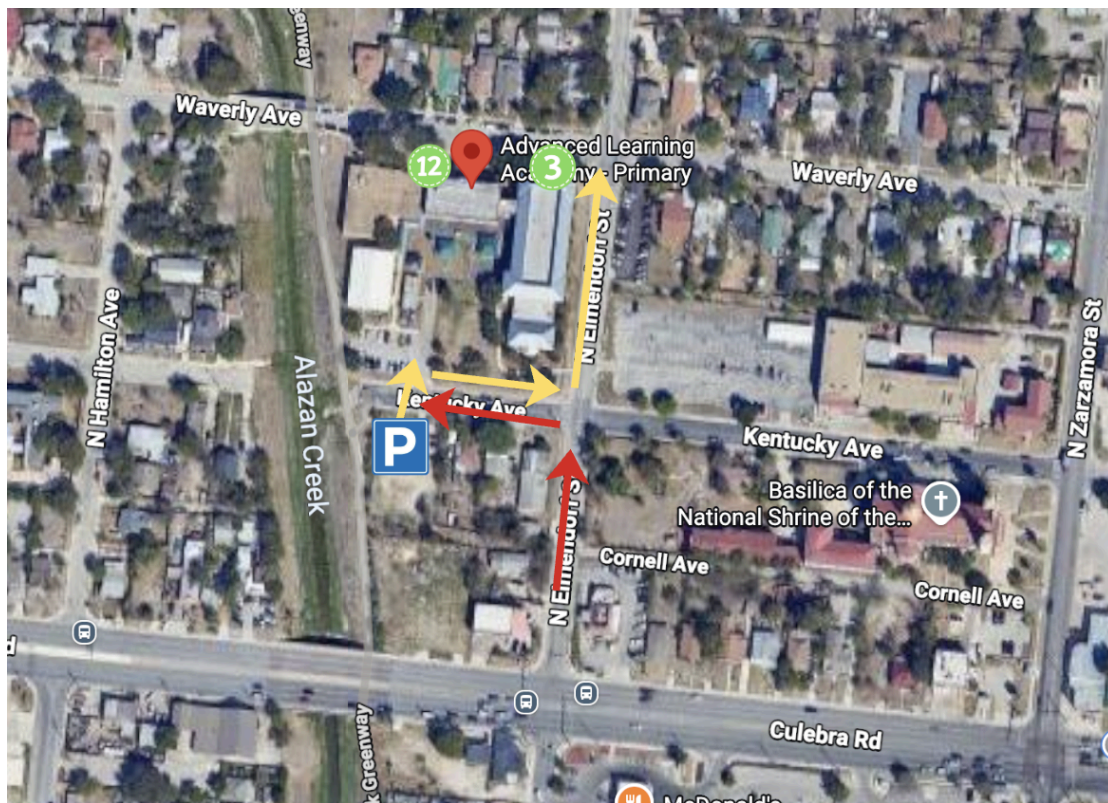
Arrival Procedures

To ensure the safety of all our students and to abide by the city of San Antonio transportation signs, the following procedures are in place and enforced for morning drop-off. Our priority is to keep all children safe while ensuring traffic moves efficiently.

Car Route – Please follow the car route listed below, there are other schools in the area and this will assure we do not impede their traffic flow, as well as we maintain a swift moving line. **The car pick-up route is as follows: East or West on Culebra, turn on Wilson (this street has a light), turn right onto Waverly. The green arrow is where our students will load and unload your vehicle. It is essential that our families continue straight on Waverly after picking up your student, this will keep us from interfering with Little Flower's arrival and dismissal.**



Car Drop Off: Car drop-off begins at 7:30 AM. Parents must enter the parent drop-off lane by following the car pick up route and remain in your vehicle. A staff member will open the car door and greet your child. As the year progresses, students will be encouraged to open their own car doors independently.



Walk-Up Route - Drive up Elmendorf and turn left onto Kentucky (following the arrows in red). You will exit the parking area using the same route. Park in the back parking lots and walk across the street following the yellow arrows. Be sure to follow the red arrows in order to park and not impede any traffic flow.

PreK Walk-Up: Follow the Walk-Up Arrival Route above if you are driving to the campus. Prek students may be dropped off using the car drop off line or by walking them to door 3. Once at door 3, students will walk to their classroom. If your prek student has an older sibling, they can walk and drop them off at their classroom, then walk to the cafeteria through the interior of the building. If your K-3rd grade student is not

able to independently walk to the cafeteria, please walk them around the front of the school to door 12 where they can enter and be guided to the cafeteria.

Kinder-3rd Grade Walk-Up: Follow the Walk-Up Arrival Route above if you are driving to the campus. Kinder through 3rd grade walk-in is located at the furthest door on the right, facing the school (door 12).

Dismissal Procedures

Traffic Pattern: The traffic pattern is the same as arrival as seen in the image below.

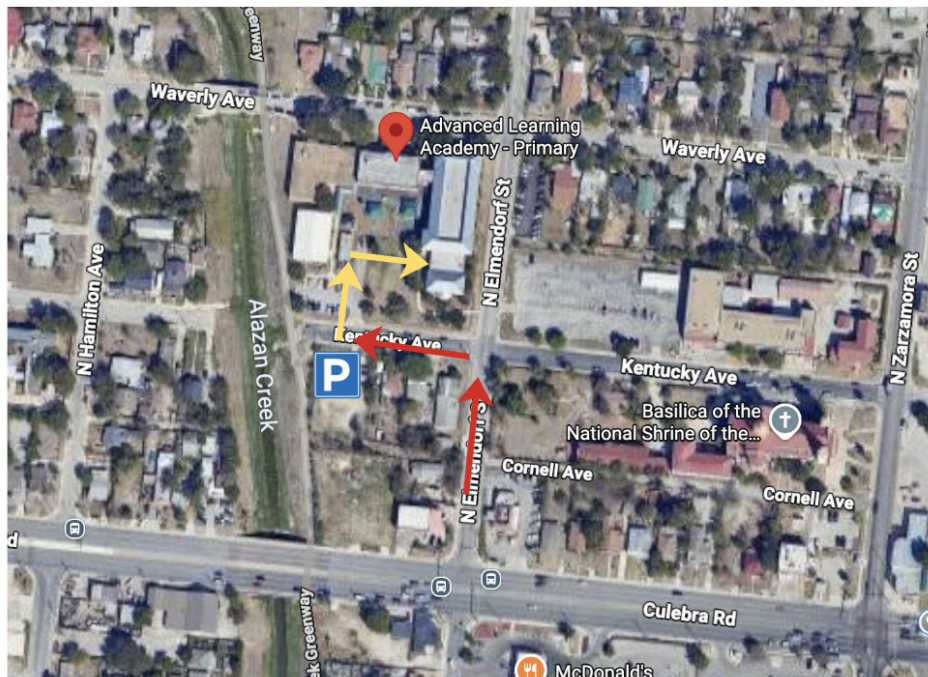


Car and Walk Up Dismissal Tags - Please fill out a dismissal tag with your child's name and Village legibly in black marker at Gators Going Back event. If you need another one, please reach out to your student's teacher or Ms. Wooten in the front office.

Car riders Dismissal- Place the dismissal tag so that it is visible through the front windshield. A staff member will bring your child(ren) to your car.

- **Please be sure to respect our neighbors' properties. Do not block their driveways or trashcans for any amount of time.**
- **Bring a form of identification as staff will check IDs if they are unfamiliar with the parent or guardian.**

Bus Dismissal - A staff member will assist children in boarding the school bus. We must have prior approval from transportation and a form filled out in order to ride the bus. If your student needs to ride the bus, please contact Ms. Ce'nese Wooten (cwooten2@saisd.net) and include Mrs. Barber (jbarber2@saisd.net). The [choice bus routes](#) can be found here.



Walk Up Dismissal - Drive up Elmendorf and turn left onto Kentucky (following the arrows in red). You will exit the parking area using the same route. Park in the back parking lots and walk across the street following the yellow arrows to the side gate to our outdoor classroom. Bring your walk up tag to pick up your student and a form of identification. Please note: walk-up dismissal will begin the first day of school for Pre-K thru 3rd grade. Be sure to follow the red arrows in order to park and not impede any traffic flow.

- PreK students are only dismissed via the walk-up line at THE GYM
- Kinder - 3rd walk-up dismissal through DOOR 4 through loose parts.

Dismissal Changes and Latest Pick Up Times

Any permanent changes in the method students are going home must be communicated in writing to the main office through email at cwooten1@saisd.net and mobrien2@saisd.net and to the classroom teacher through Seesaw or email.

Any one-day changes must be communicated to the main office no later than 12:00 p.m. and can be done so through emails listed above or through calling our front office at 210-738-9760. In addition, **all PreK through 3rd grade students will not be released early from the classroom after 2:45 p.m.** At this time, teachers and students are focused on wrapping up the day and heading to the appropriate dismissal locations. **If there is an emergency situation, contact our front office and our staff will locate an administrator to support.**