

## Building Policies

As guests at Prince of Peace Lutheran Church and School, please show proper respect for the facilities by following these guidelines as requested by the church and school:

1. Please follow proper driving/parking procedures in regards to the “One Way” directional signs. There may be weeks when parking is unavailable, due to a church event, such as Maundy Thursday. In that case, student drop off/pick up is necessary. **DO NOT PARK.**
2. Please check for ALL belongings before leaving the building each week. Lost and found items will be stored in our designated closets.
3. Please dispose of all trash in the proper containers.
4. Please do not allow young students to sit in the hallway cubicles.
5. Please do not allow students to touch anything in the classrooms that is not the property of WMA.
6. Please do not bring balls to the Luther Hall (lower level). Card games and board games may be enjoyed if students are having to wait.
7. The playground equipment is to be enjoyed by students in 6<sup>th</sup> grade and under. Please check for all belongings before leaving the playground.

## Arrival and Dismissal Procedures

For the safety and the well-being of our students, we ask the parents to help with the following guidelines regarding arrival and dismissal:

1. All elementary students will be signed in and picked up by a parent or a driving sibling.
2. Elementary students will not be allowed to leave the building without a parent or high school/collegiate sibling.
3. In the event that parking is unavailable on certain nights, parents or driving sibling will drop off and pick up students by texting the teacher. The teacher or the teacher’s assistant will dismiss each student at the door.
4. Please drop off and pick up student(s) on time. If a parent is going to be late, please text the teacher.