



401 Anchorage Drive
North Palm Beach, FL 33408
561-494-1800

www.theconservatoryschool.org

Derek Schuemann | Principal

Rachel Biehl | Assistant Principal

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The Conservatory School Arrival Procedures - K-5 FY26

The Conservatory School (TCS) has established K-5 arrival and dismissal procedures for the safety and efficiency of students and staff, while also prioritizing instructional time. Families must complete an Arrival/Dismissal Google Form to indicate their child's transportation method.

Arrival Procedures (Doors open at 7:30, School starts at 8:05 a.m.):

- **Morning Care:** Aftercare offers morning care from 6:30 a.m. to 7:30 a.m. For more information, call Mr. Travis at 561-494-1830.
- Students are welcomed into the school building at 7:30, but doors to classrooms do not open until 7:50 a.m.
- Students have breakfast in the cafe at 7:30 and wait outside of classrooms in designated areas until 7:50 when doors open.
- Breakfast is free, and students will eat in the cafe, except for Kindergarteners who will eat in their classrooms at the beginning of the year.
 - The parent drop-off gate opens at 7:30 a.m. Please drop off students in the designated zone after the flagpole. Staff will be on hand to supervise and direct students to the main entrance. Students can then go to the cafe or their classroom hallway, where they will line up and enter classrooms at 7:50 a.m.
 - **Walkers & Bike Riders:** Students arrive at the main entrance. Bike riders must park their bikes in the West or East Bike Barn. Staff are on duty starting at 7:30 a.m. to monitor students. Helmets are required for bike riders.
 - **Bus Riders:** Buses arrive around 7:30 a.m. Students will exit the bus and be escorted to the cafe or classroom hallways by staff.

Late Arrivals (after 8:05 a.m. will be marked Tardy): Parents must park their car and walk their child to the main entrance.



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The Conservatory School Dismissal Procedures - K-5 FY26

Dismissal Procedures:

- The school uses an electronic system where dismissal numbers are called, allowing teachers and students to remain in classrooms until their number appears. This system has improved safety and instructional time. It is also 10-15 minutes faster than the previous car line system.
- Parents whose child's last name begins with A-J should arrive at 1:50 p.m., and those with last names K-Z should arrive at 2:00 p.m.. This helps manage parking.
 - Car Dismissal Step-by-Step:
 - 1:50 p.m.: Parents of students with last names A-J arrive, park, and provide their pick-up number. The child is then sent to the exit.
 - 2:00 p.m.: Parents of students with last names K-Z arrive, park, and provide their pick-up number. The child is then sent to the exit.
 - If picking up multiple children with different last names, choose one pick-up time.
 - Student pick-up ends at 2:15 p.m. If waiting more than 5 minutes after providing your dismissal number, notify staff for assistance.
- Bus Riders & Private Daycare: Bus numbers and private daycare buses are called digitally through our Google form.
- Walkers & Bike Riders: Students identified as walkers or bike riders will be escorted to their designated exit gate (east or west), as indicated on their Dismissal Form. Students are released directly through the gate and will not be handed off to a parent.
- TCS Encore Aftercare: Enrolled students are picked up by aftercare staff from their classrooms. For early pick-up from aftercare, contact Mr. Travis at 561-494-1830.
- Middle School Siblings: TCS Middle School dismissal is at 2:50 p.m.. Elementary siblings of middle schoolers must be picked up at the elementary time or be enrolled in aftercare; they cannot wait for middle school pick-up.

Late Pick-ups: Dismissal ends at 2:15. Late pick up is any time after 2:20. 1st late pick is waived with a warning and after that it is a \$5 fee every 15 minutes late after 2:20- obligations will be marked in SIS and remain on your child(ren)'s account until graduation. For students on choice: Repeated late pick-ups is a violation of the choice contract.

Important Notes:

- Early Pick-up: For appointments, pick-up must be before 1:30 p.m. Photo ID is required.
- Changing Dismissal for the Day: Call the main office at 561-494-1800 before 1:00 p.m. Identification verification will be required.