



9615 Pioneer Trail, Greenfield, MN 55357 • 763-498-7283 • school@salemwels.org

Building Hours & Drop-Off/Pick-Up Procedures

Salem Lutheran School

Building Hours

Policies regarding building hours are put in place for the safety of the students. The school building will be opened at 7:15 a.m. each school day.

Students who arrive before 7:45 a.m. should proceed to their classrooms to complete any tasks assigned by their teacher, recite memory work, and prepare for the day. During the school day, all external doors will be locked. Visitors entering the building must report to the school office to sign in upon arrival and receive a visitors pass.

After school, students who are not involved with an activity should be picked up by 2:30. Any students still waiting for rides at 2:30 or after will be placed into Afterschool Care and will be charged Afterschool Care rates.

Drop-Off Procedures

To ensure the safety of our students, please abide by the following guidelines when dropping off your children at school:

- Observe the designated parking lot traffic flow at all times
- Follow all posted signs and instructions to help prevent accidents
- If your child needs assistance unbuckling and getting out of the vehicle, please park, assist them, and walk them in to school

Pick-Up Procedures

When picking up your child (students in Kindergarten-8th grade only), please observe the following traffic flow:

- Line up along the north side of the gym. Vehicles may form two lines once in sight of the main school entrance.
- Please ensure your school-provided family name tag is ready to present to staff
- Children will not be allowed to enter a vehicle without their family nametag unless a designated parent/guardian has called the school office to inform of any adjustment to the person picking



9615 Pioneer Trail, Greenfield, MN 55357 • 763-498-7283 • school@salemwels.org

up a child. (For example, in an emergency that would cause someone who did not have a family sign, such as an aunt or uncle, to pick up a child.)

- Pull up to the traffic cones and park when you have reached the front of the line. Staff will then inform your child(ren) that you are at school and to come out to your vehicle.
- Leave the parking lot at a safe speed as other people/children or vehicles/buses may be leaving the school at the same time.

Preschool Pick-Up

When picking up your Preschool child:

- You will sign out your child(ren) directly from the school office.

If you have arrangements for picking up your child that are different than what was set up at the beginning of the school year, please call the school office.

SailorCare (After School Care)

Afterschool supervision is offered to the students of Salem Lutheran School in grades K-8, Monday – Friday (when school is in session). There will be no Afterschool Care on early dismissal days.

Cost: \$6.00/hour (broken down into 15 minute increments - \$1.50 upon entering each 15 minute segment) starting at 2:30pm.

- After school care is provided from 2:30-5:00pm.
- For late pickup: Parents will be charged \$25 for every 15 minutes after 5:00pm
- Students may elect to do school work, read, quietly visit, play a board game, etc. during Afterschool Care time
- The group meets in a classroom, but the supervisor may take students to the gym or playground (weather permitting) when all homework is complete

School Day Schedule

School Hours: 7:45 AM – 2:15 PM

Office Hours: 7:00 AM – 3:30 PM

Contact

Phone: 763-498-7283



9615 Pioneer Trail, Greenfield, MN 55357 • 763-498-7283 • school@salemwels.org

Email: school@salemwels.org