

WHEN PICKING UP YOUR SCHOLAR AT THE PROGRAM'S END:

- 1.** Be sure to always bring your scholar's Orange Pick-up Sign and a photo ID for verification. Please be on time for pick-up. **All Archway after school clubs and programs will dismiss for pick-up at the Archway Trivium | West entrance (the north doors across from the football field, next to car pick up lines).**
- 2.** We also ask for your patience as programs may need a little extra time to get everything cleaned up and ready before heading to the Archway entrance for pick-up.
- 3.** Please remember that we practice a **closed campus policy**. That means that scholars will be released from the buildings straight to you—there should be no parents inside the building. Thank you for your help and cooperation by enforcing this in order to ensure the safety of all of our scholars.
- 4.** It is helpful to the instructor if you can inform your scholars if they will be going to Athenaeum. Please **DO NOT** pick up your scholar before they have been checked-in with Athenaeum if you chose Athenaeum drop-off when registering.
- 5.** Your scholar will automatically be enrolled into Athenaeum if not picked up on time. Fees will be charged in accordance with our Late Pick-up Policy).

If you have any questions regarding the information listed above, please contact Assistant Headmaster Uphoff at suphoff@archwaytrivium.org.

(Updated 9/2020)