

## **Archway Trivium Clubs Procedures**

### **Transition from Class to Clubs**

Parents do not come to campus to transfer their child from classroom to club. Students will remain in their classroom until they are dismissed to clubs under the direction of staff members. Teachers have a roster of students/clubs and will help direct them to meet their instructor/proceed to the club classroom.

In the event you need to pick up your student at the regular school dismissal time on a club meeting day, please email your classroom teachers and our Club Director, Mrs. Shannon ([mshannon@archwaytrivium.org](mailto:mshannon@archwaytrivium.org)), in advance to let them know.

### **Half-Day Kindergarten Drop-off**

Half-day Kindergarten scholars are welcome to participate in after-school clubs. Parents need to check them in through the front office after the end of the regular school day (3:20 pm M/Tu/Th/F or 1:40pm Wed) and they will be walked to their club by office staff.

### **After-school pickup:**

Parents should pull up along the curb by the MPR along the east side of campus at the club dismissal time. Club end times can be found on our school website: [www.archwaytrivium.org/clubs](http://www.archwaytrivium.org/clubs)

Parents should remain in their vehicles for pick up (only Athenaeum parents use the walk-up option). Club instructors will walk their classes to the sidewalk and help direct students to their cars. Please watch for your child's class at dismissal to help expedite the pickup process. Be ready to pull forward to close gaps at the direction of school staff.