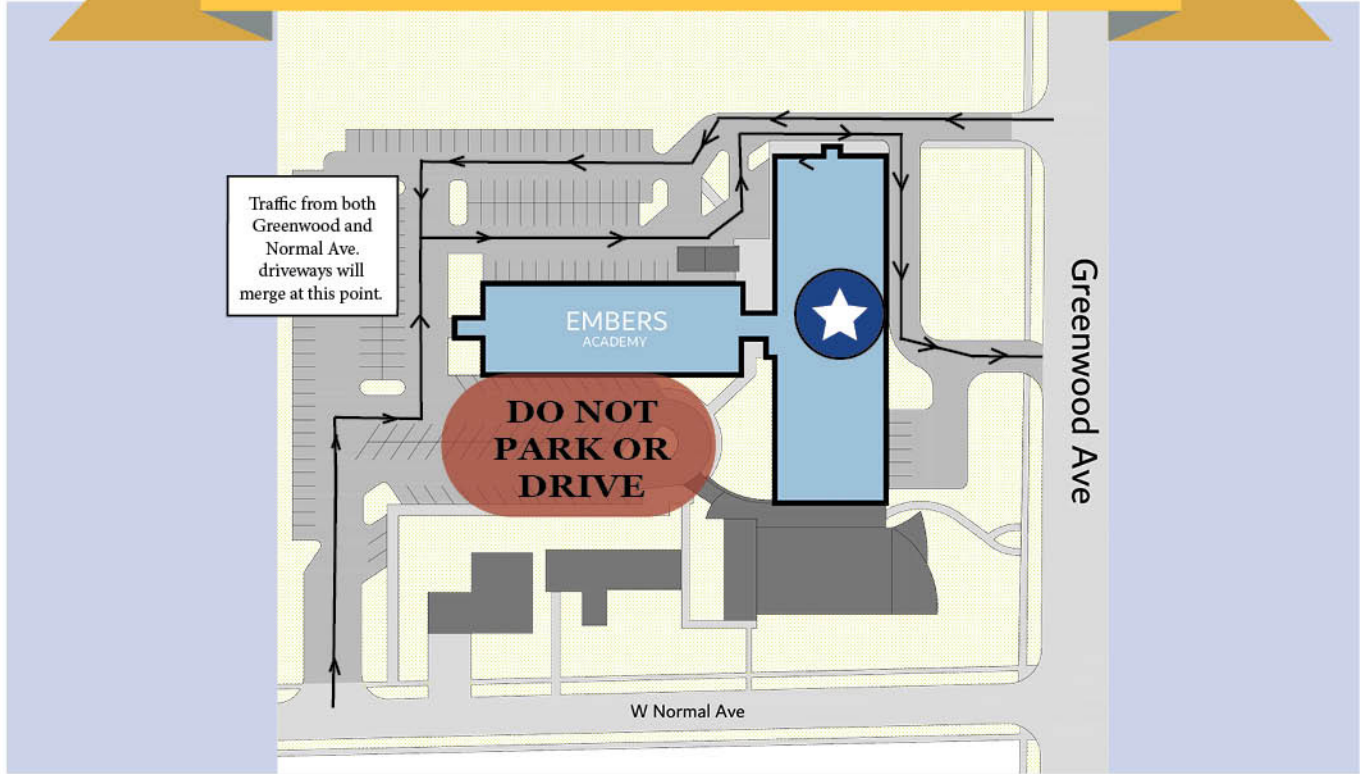




EMBERS  
ACADEMY

## Student Arrival Procedure



### 7:55-8:10 a.m. Arrival Procedure

- Traffic may enter from either the Greenwood Ave or Normal Ave entrances.
- Cars will follow the traffic cones, merge in the North Lot, and proceed to the the front circle drive.
- When in the circle drive, please maintain a single lane along the curb.
- Slowly pull forward and wait for an Embers staff member to approach your vehicle. They will assist your student into the building.
- After all students have safely exited your vehicle, pull into the driving lane and exit onto Greenwood Ave.
- There is NO PARKING OR DRIVING in the OLR roundabout (noted by the red oval above).  
Please be respectful in honoring the parish's request.

### Tardy Procedure

- Students arriving after 8:10 a.m. must be escorted inside and signed into the front office by their parents.
- Parents may park in the visitor's parking lot at the front circle or use their hazard lights to park briefly in the front circle.
- If your student(s) will be arriving late for an excused reason, please contact the School Office and email your student(s) teacher(s). Advance notice is appreciated.

### Absence Procedure

- Please contact the School Office as early as possible if your student will be absent. You may email Mrs. Donado ([ndonado@embersacademy.org](mailto:ndonado@embersacademy.org)) or call the school directly.

Dismissal on  
the flip side

