



Vista Preparatory Academy

General Guidelines and Procedures

Please help us ensure a safe school and learning environment for your child

Morning Drop off Procedures

- School begins at 8:20 A.M to assure student safety please have students arrive no earlier than 7:45 A.M.
- Use drop off system in the South Parking lot in front of the office.
- Do not park in Fire Zone or leave your vehicle unattended if parked along green lane.

Visitor Guidelines

- All volunteers and visitors are required to present ID and sign in with Raptor Visitor Management System upon entering campus.
- All volunteers and visitors must wear a visible visitors badge on campus at all times.
- Please make pre-approved arrangements for visiting and volunteering prior to arriving.
- **For student safety, all non-registered persons on campus will activate the Intruder Alarm.**

Contacting your Child during School Hours

- In effort to minimize classroom interruption, please make any necessary afterschool arrangements with your child prior to arriving to school.
- To assure delivery, no messages will be given the last 45 minutes of school.
- If your child has an appointment, please sign student out in the office.
- If you must contact your child, you may call the office at 527-7840, to leave a message.

Item Drop Off During School Hours

- Please bring any necessary items for your child to the office, do not go on campus. (Example: Backpack, homework or lunch.)
- Food or beverage for any student other than your child is not permitted, and will not be delivered.
- **Wellness Policies do not allow cupcakes, sweets, snacks, pizza, Starbucks, DutchBros and or similar food items in the classroom and will not be delivered.**
- **Balloons and or bouquets will not be accepted or permitted in the classroom, on campus or on the bus and will not be delivered.**

Dismissal Guidelines

- Dismissal at 2:50 P.M students must go to: Parent Pick Up line, Bus Line, walk home or go to SERRF.
- If parking, please meet your student in front loading area so that you may walk him/her safely through parking lot.
- All students must vacate campus promptly.