



MARYVALE PREPARATORY ACADEMY

A GREAT HEARTS ACADEMY

COMMUNITY NEWSLETTER

AUGUST 21, 2025



MARYVALE PREPARATORY ACADEMY SCHOOL HOURS/INFO

ARCHWAY (K-6th Grade)

FULL DAYS: 8:00AM-3:15PM
HALF DAYS: 8:00AM-12:45PM

Archway Office Phone Number:
623-247-6095

Report an absence at:
attendance@maryvaleprep.org

OFFICE HOURS:

FULL DAYS: 7:00AM-4:00PM
HALF DAYS: 7:00AM-1:30PM



PREP (7th-12th Grade)

FULL DAYS: 8:00AM-3:00PM
HALF DAYS: 8:00AM-1:00PM

Prep Office Phone Number:
623-247-6095 Option 2

Report an absence at:
prep.attendance@maryvaleprep.org

GATE CLOSURE TIMES:

FULL DAYS: 1:00PM-2:30PM
EARLY RELEASE DAYS: 11:00AM-12:15PM

www.maryvaleprep.org



PREP AND ARCHWAY NEWS

SPORTS



Information about all things athletics can be found on the athletics [website here](#) (For all Athletics News and Events, please

check out their brand Website.). A few things to note are **Mini Matadors** will begin on **Wednesday, August 27th**. Please sign up and see [Configo](#) for more information

SPORTS PHYSICALS EVENT

**NO COST
BACK 2 SCHOOL
&
SPORTS
PHYSICALS**
MAY 27 - AUGUST 30
Every physical comes with a FREE backpack!

COUNT ON AHCCCS?
COUNT ON MOUNTAIN PARK!
WE CAN EVEN HELP YOU APPLY!

CALL 24/7 TO SCHEDULE
(602) 243-7277
OR VISIT OUR WEBSITE
FOR MORE INFO

**MOUNTAIN PARK
HEALTH CENTER**
mountainparkhealth.org

**COUNT ON AHCCCS?
COUNT ON MOUNTAIN PARK!**
We can even help you apply!

Our Services:

- Pediatrics
- Family Medicine/Internal Medicine
- Women's Health
- Pharmacy
- Dental Services
- WIC - Women's, Infants, and Children's Nutrition Program
- Physical Therapy
- Lab Services
- And more!

Count on Mountain Park for convenient care for your entire family. Evening and weekend appointments available for in-person and televisits.

Multiple locations to serve you!

Baseline 635 E. Baseline Rd. 303 E. Baseline Rd. Phoenix, AZ 85042	Maryvale 6501 W. Thomas Rd. Phoenix, AZ 85033
Baseline - Jesse Owens 325 E. Baseline Rd. Phoenix, AZ 85042	Tempe 1840 E. Broadway Rd. Tempe, AZ 85282
Gateway 3830 E. Van Buren St. Phoenix, AZ 85008	Atkinson Pediatrics 4222 N. 51 st Ave. Tempe, AZ 85031
Glendale 6975 W. Glendale Ave. Glendale, AZ 85303	Balz Pediatrics 1300 N. 48 th St. Phoenix, AZ 85008
Goodyear 140 N. Litchfield Rd. Goodyear, AZ 85338	Christown Pediatrics 5517 N. 17 th Ave. Phoenix, AZ 85015

Call 24/7 (602) 243-7277 www.mountainparkhealth.org

MARYVALE UNITED

As we share the neighborhood with the Maryvale High School Community, the recent tragedy hits close to home. While we put our thought and prayers out to those impacted we also reflect on our own approaches to safety as well as academic and moral formation. We are continuously thankful for the ways that you partner with us in this. As we think of our neighbors, let us commit yet again to guiding our students and one another in truth, goodness, and beauty.

PSO

Our Parent Service Organization is still in need of a Treasurer to join the team alongside our President, Karen Samaniego and Secretary, Brittany Cannon. Please reach out at PSOpresident@maryvaleprep.org to share your interest or learn more. You can also follow us on Instagram and Facebook at [Maryvale_Prep_PSO](#)

SCHOOL VOLUNTEERS

All Maryvale Prep volunteers must have a Raptor clearance before volunteering on campus. Raptor clearance must be renewed annually, so if you were cleared last year, you must complete the clearance process again for the 2025-26 school year. The cost is \$6 and it only takes a few minutes.

[Click here to Register](#)



STAFF SNACK DONATIONS

While we can't change the temperatures or ease the traffic, we can show appreciation for our hardworking teachers and staff who give their all every day. A little pick-me-up goes a long way, especially on those non-stop days. If you're able to contribute, we're currently collecting snack and drink donations Such as canned sodas, microwave popcorn, bagged chips, liquid IV, trail mix, granola bars, and K-cups to keep our breakroom stocked and our staff nourished and hydrated.



TEXT COMMUNICATIONS



Our academy utilizes the School MessengerSystem to deliver text messages straight to your mobile phone. We will utilize this option to send information about events, school closings, safety and more. You can participate in this free service by sending a text message of **"Y"** or **"Yes"** to our academy's short code number, **67587**. You can also opt out of these messages at any time by simply replying to one our messages with the word **"Stop"**.



AUGUST LUNCH MENUS

[BREAKFAST MENU](#)

[KINDER LUNCH MENU](#)

[1ST-8TH LUNCH MENU](#)

[9TH-12TH LUNCH MENU](#)



ARCHWAY NEWS KINDER- 6TH GRADE

A MESSAGE FROM HEADMASTER DR CRUZ



Hello Maryvale Prep Families,

We are settling into the routine here as this has been a full week with morning clubs, extracurricular clubs and athletics underway. This is a time where so much begins to happen

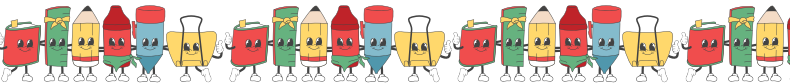
and it is easy to forget things. We will continue to work towards great communication via our community and classroom newsletters, social media and more and hope that you will ensure you have access to all communications to stay abreast of all that is happening. As you settle into routine and life gets hectic, don't forget about our thematic goal and the importance of wonder. Wonder is not only found in books and classrooms, It can be sparked in everyday family life. As you reinforce school routines at home (homework, bedtime, preparing for the next day), consider adding small moments of wonder to your family's rhythm:

- Pause and Notice: On the drive home, ask your child what they noticed today that made them curious.
- Wonder Together: During dinner, share one "I wonder..." question as a family (big or small—Why do leaves change colors? How do birds know where to fly?).
- Make Space for Silence: Allow time for reflection, whether looking at the stars, watching a sunset, or noticing details in nature.
- Connect Routines to Wonder: Even in chores or homework, ask, "What's something new you discovered?" or "What surprised you today?"

Wonder allows for connection and by pairing it with consistent routines the everyday schedule becomes less hectic and allows children to enter into what lies ahead of them with greater ease.

5TH AND 6TH GRADE LYCEUM ASSEMBLIES

We had our first Lyceum assembly last week introducing the full 5th and 6th grade teams and support team. Our entire staff embraces this group of students in a variety of ways as we prepare them for the transition to prep. We hold Lyceum assemblies for 5th/6th grade students a few times a quarter to support our students as they prepare for life on the prep side of campus and beyond. These assemblies have varied in their topics across the year. While we are still building out the schedule, the assemblies focus on helping students with life/social skills. Past topics have included, organization and study habits, health and hygiene where we've invited our health office staff to talk to students about eating well and caring for themselves, social media and digital footprints, etc. When we get into topics beyond what we would normally connect on in a class setting, we will be sending opt out forms with more detail on the topic. Our goal is to provide a space that helps to steer them appropriately while maintaining clear boundaries of what is for educators to prepare students for and what is best left to the parents.



READING GROUPS

1st-3rd grade students have a 30 minute block each day dedicated to practicing their reading stamina and building their love of reading! If you are interested in volunteering to support in the classroom during this time please reach out to Ms. DeVries at jdevries@maryvaleprep.org



ACADEMIC MORNING CLUBS

As we review recent data, we will invite or adjust who is coming to morning clubs, please be on the lookout for invitations. Students invited to morning club should arrive on campus at 7:00 am if they would like to eat breakfast. At 7:15 they will report to the morning club line on the lawn to meet their club leader. After 7:30, students will be too late to join morning club.

DRESS CODE

Please be sure to review our uniform and dress code on pages 40-42 of our Archway Family Handbook. Our faculty and staff are doing their best to log any dress code infractions which you should be receiving. One thing we are noticing are hair accessories, jewelry, lunchboxes, water bottles, backpacks, keychains etc. with pop culture/cartoon characters. Personal items should be void of these. Students will be able to choose one keychain to keep on their backpack which helps with identification for some but this should not be in the form of a stuffed animal (**e.g. Labubu's, Squishmallows or larger than finger sized**). Please be sure to examine what your child is bringing to school and make adjustments.

IXL SKILLS PRACTICE

All 2nd-6th grade students have an IXL account to practice skills that will help prepare them for upcoming assessments. They will get their log-in information from their teacher to log in at <https://www.ixl.com/>. 3rd-6th graders are assigned weekly skills to practice both at school and at home. Learn more by checking out the [family guide here](#). Schedule time into their week to ensure they are getting this extra practice.



3RD-6TH GRADEBOOK



([Parent Portal Link](#)) Every Monday grades will be updated in the parent portal for 3rd-6th grades. We highly encourage you to review these with your child and reach out to your child's teacher with any concerns or to find out how else you can help your scholar.

FAMILY PARTNERSHIP NIGHT

Please save the date for our first Family Partnership Night of the 2025-2026 school year! During this meeting, we will build strong connections as a school community while providing you with updated student data, resources, and information that are critical to supporting your child's academic growth at home.

When: Wednesday, September 10th

Where: Your Child's Classroom

NEW Times:

5th-6th Grades: 2:15-3:15

3rd-4th Grades: 3:30-4:30

Kinder-2nd Grade: 4:45-5:45

More information will be sent soon by our administrators and teachers. Attendance is mandatory (please limit to one parent/guardian per child as space is limited). Students may not attend but childcare will be available.

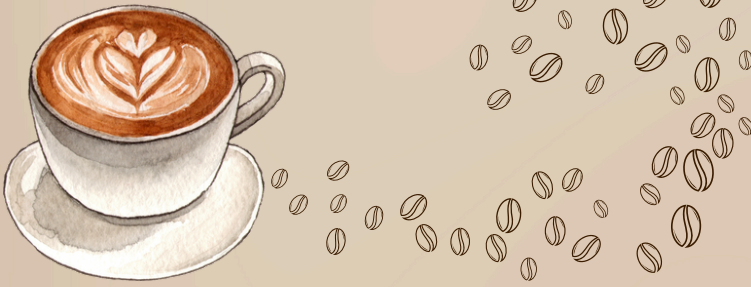
GALILEO TESTING

We will close out our first benchmark test timeline with **2nd grade** who will take Galileo on **Monday and Tuesday**. We look forward to sharing their results with you and will be sure to use the data to determine how to best support each child.



COFFEE WITH COUNSELORS

Hosted by our School Counselor, Mrs. Soper and our College Counselor, Mrs. Ayala. **Friday 9/26**
8:00 am - 9:00 am in the **Prep MPR**.



COLLEGE COUNSELOR

- The Dual Enrollment deadline is Sunday 8/24/2025 for grades 10-12. Refer to the Dual Enrollment email or reach out to Mrs. Ayala with questions.
 - High school students are invited to participate in the Moose Youth Awareness Program. Practice public speaking and leadership skills and have a chance to win college scholarships! **Click here for information** or ask Mrs. Ayala for details. Deadline to enter is 12/30/2025.
 - For a list of upcoming scholarships click here **click here**.
- If you have any further question please email Mrs. Ayala at **Gayala@maryvaleprep.org**

7-12th Grade Enrichment Courses

ZINES ZINES COLLAGING CLUB Art & Writer's Workshop Ms. Trujillo Thursdays, 3:45-4:30 p.m.	LEGO BUILDING Engineering Ms. Maring Tuesdays, 3:05-3:45 p.m.	DRAWING STUDIO Art Mr. Canisales Tuesdays, 3:05-3:45 p.m.	BOOK CLUB Mr. Echeverria Mondays, 3:05-3:45 p.m.
---	---	---	---

Please sign up via **Configo** no later than **Monday, August 25th**. After this date, Configo registration will close. Please see below Enrichment Courses:

1.Engineering – LEGO Building –Ms. Maring

Tuesdays, 3:05-3:45 p.m.

7-12th grade

Students will get hands-on motor skill practice and instruction following practice. This is a skill that is necessary for any student looking to go into a trade or a detail oriented profession. Students will be allowed to have a final creative project in LEGO Engineering. This is where they will take the skills of following instructions, fine motor skills, and creativity to create whatever they choose, and they must also provide some sort of instructions on how to create/re-create their masterpiece.

2.Culinary Arts –Cooking & Baking – Mrs. Myers

Thursdays, 3:05-3:45 p.m.

9-12th grade

This club will focus on teaching students responsibility and creativity. Students will have the opportunity to choose recipes each week, bring in their ingredients, and then make the food. We will enjoy the food together and have a time of fellowship between grade levels in a leisurely setting. Each meal will be the deliverable used to evaluate student performance. If it is edible and delicious, they will have succeeded.

3.Speech (and Debate*) – Mr. Butler

7th & 8th grade

Mondays & Thursdays, 3:05-4:15 p.m.

This course is designed in conjunction with Ms. Hill's high school equivalent (Storytelling). Students will compete in a variety of topics in teams of one or two, learn how to memorize passages, generate and present ideas, develop public speaking skills, and throughout the process, strengthen overall English comprehension skills. Students will practice their chosen topic(s) and will compete at multiple speech meets throughout the year.

ROBOTICS Ms. Mercado Tuesdays, 3:00-4:00 p.m.	9-12th Grade Enrichment Courses STORYTELLING Writer's Workshop Ms. Hill Mondays, 3:05-3:45 p.m.	7th & 8th Grade Enrichment Course COOKING & BAKING CLUB Culinary Arts Mrs. Myers Thursdays, 3:05-3:45 p.m.	SPEECH & DEBATE Mr. Butler Mondays & Thursdays 3:05-4:15 p.m.
--	---	--	--

4.Robotics – Ms. Mercado

7-12th Grade

Tuesdays, 3:00-4:00 p.m.

Robotics Club is a team-oriented competitive club in which students work together to build a robot throughout the year and program it to compete in events against teams from other clubs through AZ First Tech Challenge.

5.Writer's Workshop – Storytelling – Ms. Hill

Mondays, 3:05-3:45 p.m.

9-12th grade

Students will enhance their logic and organizational skills by writing stories and practicing public speaking when presenting their creative work. Students will present their respective stories at the end of the semester to group members/audience.

6.Book Club – Mr. Echeverria

Mondays, 3:05-3:45 p.m.

7-12th grade

Students will read books outside of regular school-day curriculum. Students will read and seminar together.

7.Art –Drawing Studio – Mr. Canisales

Tuesdays, 3:05-3:45 p.m.

7-12th grade

Students will have an opportunity to expand on and hone their drawing skills. Members will have conversations on how to improve their individual art. Students will be able to compare new artwork to old artwork to see their progression and produce completed projects.

8.Art & Writer's Workshop – Zines Club – Ms. Trujillo

Thursdays, 3:45-4:30 p.m.

7-12th grade

Creating "Zines" can be a creative way to summarize a certain topic of interest or study like a short brochure or mini book. Students may incorporate current topics they are discussing in their main school subjects into their Zines to create an interactive/personalized study guide for their academic needs. Student' must recall what they are currently learning/discussing in their classes weekly in order for the Zines to be helpful study tools. They have creative freedom with choosing Zine composition/class content but must include clear information, pictures, and/or aids that will contribute to a creative study tool!

A decorative header featuring a row of book spines with titles such as 'THE REPUBLIC', 'NICOMACHEAN ETHICS', 'THE DIVINE', 'LIVES OF THE ARTISTS BY VASARI', and 'THE CONFESS'.

SCHOOL POLICIES

ATTENDANCE

A student that is absent more than ten percent (18 days) of the required number of school days per year is considered to have "excessive absences" whether the absence is excused or unexcused.

CUTS LITE Service (Court Unified Truancy Suppression Limited Intervention To Educate). The CUTS LITE Program will provide a protocol, forms and support from the juvenile probation department to encourage a working relationship with parents and students exhibiting excessive absences or truant behavior with letters and conferences. If these attempts prove to be unsuccessful, we will initiate Truancy Citation to the parents with a hearing at school. Stay tuned for more information on this service

TARDIES

Any student here beyond **7:55 a.m.** is considered tardy and must adhere to the sign in process for their respective school below. **Archway parents must sign in their child for a tardy pass.** Prep will use Raptor for tardies. Prep, students will be given a student ID to drop into our Raptor system for a tardy slip. **Prep parents are not required to accompany their child in for a tardy pass. Please avoid any consequences for multiple tardies by arriving on time as 3 tardies= 1 absence**

STUDENT WALKERS

If you would like to add your child to the walker list, you will need to do so at least **24 hours in advance** of when you want them to begin walking. **If you do not receive confirmation,** they have not been added and will have to wait until then to be dismissed as walkers. Please note, once on the walker list they must walk daily until they are removed. If you want your child to be on the walker list, please email enrollment@maryvaleprep.org. The same applies if you want them removed.

PICK UP

Due to our school day in session and safety measures in place, arrival for end of day pick up may not begin until 2:30 pm. If you arrive prior to that, please note that you will be asked to exit campus and return after 2:30 pm on full days and after 12:15pm on Early Release Days. Emergency vehicles, vendors, and parents with office business cannot get onto campus if the school is blocked with those waiting.

LATE PICK UP

Any student who is picked up after 3:45pm on full days and 1:30pm on Early Release days, will incur late pick up fees. Families will be charged a late pick-up fee according to the following fee schedule:

- **3:45pm-4:00pm (1:30pm-1:45pm Early Release) = \$5.00 per student**
- **4:01pm-4:30pm (1:46pm-2:15pm Early Release) = \$5.00 per student + \$1.00 per student, per minute**
- **After 4:30pm (2:15pm Early Release) = same fee structure as above + Department of Child Safety phone call**

EARLY STUDENT PICK UP

Students who need to be picked up early for appointments must be picked up in the main office **no later than 2:45pm on full days and 12:30pm on Early Release days, NO EXCEPTIONS.** The current Placard with student's name or a valid identification with photo is required when picking up through the office. The student must be signed out with a reason for leaving.

PLACARD FOR CAR-LINE PICK UP

Placards can be accessed on the Parent Portal at <https://greathearts.schoolaxis.com/>

Log in, on main page PICK UP PLACARDS, Select Maryvale Prep Academy, Download and Print, if you cannot locate the placard on your Parent Portal Account, please contact the Front Office. **Please note, we will not accept phone images of the placard for student pick up, parents must have the current paper copy of the placard for safety and fast process.**

STUDENT WALKERS POLICY

Students will be dismissed at **1:00 pm on early release days** and **3:00 pm on full days**. On full days, Prep students can wait for their Archway siblings until they are released at **3:15 p.m** and they can head out to **Gate 4** to walk home or meet families together. On Early Release Days, Archway students can wait for their Prep siblings until they are released at **12:50 p.m** and they can head out to **Gate 4** to walk home or meet families together. All 1st-12th grade students not waiting for siblings as noted, must exit campus immediately. All students will walk along the sidewalk adjacent to the Marley Center and out **Gate 4** and should meet their parents in the suggested area noted above. Please refrain from walking through **Gate 4** onto campus or parking on campus to wait for student walkers, we want to avoid crowding up that area to ensure the flow of traffic continues and students do not get lost amongst waiting families. The only parents who should wait near Gate 4 in an ordered line fashion along the fence/wall are Kindergarten parents. Please note that signing your child up as a walker is a liability you are taking as they are not supervised or delivered directly to parents. We ask that as parents, you calculate the best option for your family as you consider safety and convenience. For the first few days of school, we will have more staff aiding the direction of this release area and of students/families new to walking but soon thereafter, we will not continue this supervision and hand off. Student walkers will be allowed to take their phones out to connect with parents/guardians once they have exited **Gates 6 and 7**.

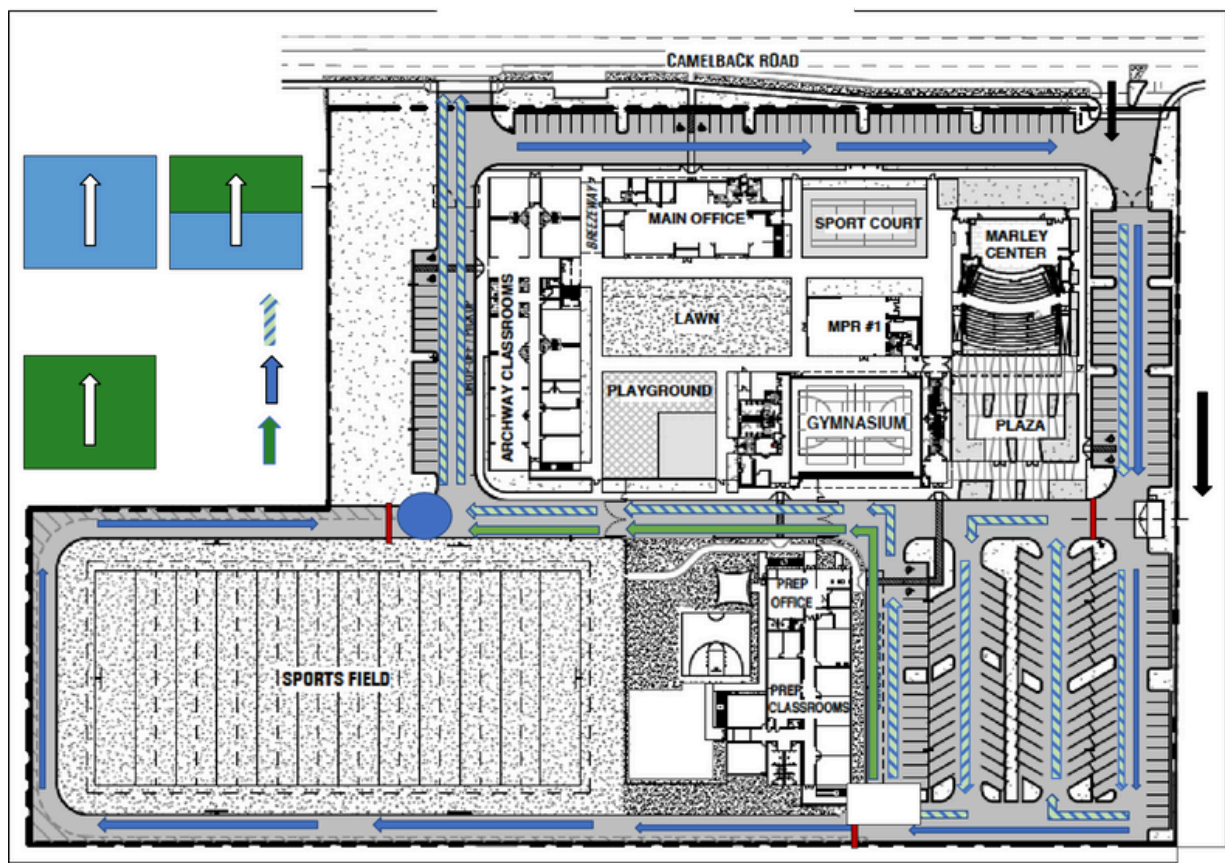
CARLINE MAP

Archway & Prep: follow blue/green signs and snake through faculty parking lot

Prep only: follow blue/green signs, snake through faculty parking lot & merge out of lane by Prep building Maintain safe parking lot speed of 5 mph Merge point will utilize a zipper merge (1 car per lane)

CAR LINE ETIQUETTE :

- **Stay** in your lane
- **DO NOT** try to go around other vehicles
- **DO NOT** speed
- Watch your surroundings at all times
- Always have your Placard ready to be scanned, with your window completely down, once a staff member approaches your vehicle, to make sure traffic run smoothly



CAMPUS SAFETY

Our campus has 5 security gates. East Entrance gate includes a vehicular gate and a pedestrian gate. The plastic yellow chain by the south Prep corner has been replaced with a locking vehicular gate and the west side exit is now secured with a vehicular gate and a pedestrian gate. **Students are allowed onto campus at 7am and all of these gates will be opened at this time. Student walkers should adjust their time on campus to reflect the timing of the campus gate openings.**

RED FIRE LANE

Please do not park in the red fire lane are next to the stop sign. Cars will be towed at your own expense.

SCHOOL ZONE

please observe the posted school zone and speed limit signs to ensure safety of our school community.

CELL PHONE POLICY

As stated in our Handbook, the use of cell/smart phones, and smart watches during the school day is prohibited.

- A student should keep a cell phone turned off (not merely silenced, but off)
- cell phones must be stored in their locker during the school day.
- Cell phones may not be brought in pockets or purses into classrooms.
- Cell phone use is permitted on campus after school and only in the school office area or outside the building.
- If a student needs to phone a parent/guardian during the school day, the student must come to the school office to use one of the school phones. If parents/guardians need to get an emergency message to a student before the end of the school day, they should call the schools main telephone line and ask for a message to be delivered.

Violation of the above restrictions will result in confiscation of the cell phone and disciplinary action. Cell phones will be turned in to the school office and released only to parents/guardians after confiscation.

PREP POLICIES

FOOD DELIVERY POLICY

Students are not permitted to order food to campus. If (the parent or guardian) is ordering food for their child, please ensure it is sent to the Prep office and arrives at the appropriate lunch time:

Grade Level	Full Day	Early Release Day
7 th	12:20 – 12:40 p.m.	11:00 – 11:30 a.m.
8 th	11:10 – 11:30 a.m.	10:30 – 11:00 a.m.
9 th – 12 th	11:30 – 11:50 a.m.	10:30 – 11:00 a.m.

Students will not be allowed to walk to the Archway office to pick up food deliveries and will not be allowed to eat their lunch outside of those times. As a reminder, school breakfast and lunch is provided every day free of charge. Students should take advantage of the breakfast and lunch options provided or be prepared in bringing their own food from home or from a store/restaurant prior to school hours.

STUDENT PARKING

Any student driving and parking on campus must provide **license and proof of insurance** NO EXCEPTIONS. Maryvale Prep offers our Prep Student Drivers the opportunity to purchase a year long reserved parking spot for the 25-26 School Year. For additional details, please visit [Configio](#) for all Prep Student Drivers.

DETENTION POLICY

Detentions are earned for many reasons, some examples are excessive tardies, chewing gum, phone use, etc. Detentions are served the same day a detention is earned, from 3:05-3:35. Detention only occurs on a full day, so if a detention is issued on an early release day, then the student will serve it the next full day. If a student does not attend detention, an additional detention is incurred for skipping detention. Athletes must serve a detention before attending practices or games.

OFFICE HOURS/ TUTORING

Our morning Office Hours and Lyceum Tutoring programs offer students opportunities to receive additional support from their teachers to help them succeed in class. Students may work with their teachers during optional Morning Office Hours from **7:25am – 7:50am**, while teachers select and invite particular students to work in small groups during mandatory Lyceum Tutoring from 2:25 – 3:00 on full days. Teachers will communicate the days that they have Office Hours and Tutoring to their students. We encourage all of our students to take the initiative to drop in during Morning Office Hours and require them to attend Lyceum Tutoring so that they can be successful at Maryvale Prep!

ATHLETIC DEFICIENCY POLICY

Athletics are an important part of the overall educational program at Maryvale Preparatory Academy. Participation in athletics is a privilege available to all eligible students. Ineligibility is defined as having a grade below 60% (F) overall in one or more classes at the eligibility check.

Eligibility will be checked every week each quarter on the first day of the week, as well as from the quarterly report card (Q1, Q2, Q3).

Ineligibility will last for the week (or until the next grade check), regardless of grade changes mid-week. Grade updates will be given weekly for all student-athletes and coaches to track their progress.

After-School Homework Club:

Each week any student with an F in the homework category for any class will be placed in the Homework Club by the Dean of Academics. Homework Club is strongly recommended to help students increase their homework which in turn affects all other aspects of their academic life. Homework Club is offered on full-days 3:00-3:30pm.

CELL PHONE POLICY

As stated in our Handbook, the use of cell/smart phones, and smart watches during the school day is prohibited.

- A student should keep a cell phone turned off (not merely silenced, but off)
- cell phones must be stored in their locker during the school day.
- Cell phones may not be brought in pockets or purses into classrooms.
- Cell phone use is permitted on campus after school and only in the school office area or outside the building.
- If a student needs to phone a parent/guardian during the school day, the student must come to the school office to use one of the school phones. If parents/guardians need to get an emergency message to a student before the end of the school day, they should call the schools main telephone line and ask for a message to be delivered.

Violation of the above restrictions will result in confiscation of the cell phone and disciplinary action. Cell phones will be turned in to the school office and released only to parents/guardians after confiscation.

PREP GATE CLOSURE TIMES

East entrance gate will close from **1:00p.m.-2:30p.m. on full todays and from 11:00 a.m.-12:15 p.m.** on half days, Any parent wanting to pick up their students between these times will have to park in the north parking lot by entrance and walk through student entrance gate to get to prep office. You will not be able to pick up or drop off your prep student in Archway Office. We will not call students out of class until parent is present. **When picking up students please give yourself enough time for pickup, as students are sometimes transitioning classes and can take longer to arrive to office for pick up.**