



BCA1 Arrival & Dismissal

14600 NE 24th St., Bellevue, WA 98007

K - 1

DROP-OFF | 7:45–8:10 AM

- Instruction begins promptly at 8:15 AM.
- Parents/guardians should remain in the car during carline.
- Students should be seated on the passenger side of the vehicle.
- Parents/guardians are responsible for unbuckling their child's car seat, booster seat, or seatbelt.
- A staff member will greet your child at the curb and escort them into the building and to their classroom.
- Parents/guardians may also park in the front parking lot and walk their child to class.

Late Arrival

- Please notify the front office by phone or email in advance.
- Park in front of the BCA 1 building and walk your child to the front door.

EXTENDED CARE PICK-UP | 4:15–4:30 PM

- Display your child's carline placard at the dismissal doors, and your child will meet you there.
- Students not picked up by 4:30 PM will be escorted to BCA 2 with After School staff. Pick up your child at the BCA 2 office with their carline placard.

PICK-UP | 2:45PM

- Parents/guardians are responsible for buckling their child's car seat, booster seat, or seatbelt.
- Parents should remain in the car during carline, but may park in the front parking lot afterward if additional assistance is needed.
- A carline placard must be visible to carline staff when picking up your child.
- If you do not have your child's carline placard, please park and visit the front office.
- If someone outside the family will be picking up your child, notify the front office by email in advance.

Early Pick-up

- For early dismissal, please notify the front office by phone or email at least 2 hours in advance.
- Park and walk to the front door, displaying your child's carline placard.
- A staff member will bring your child to meet you at the front door.
- All early dismissals must be completed by 2:30 PM, as front office staff will assist with afternoon carline after that time.

QUESTIONS?

Contact the front office at:

(425) 748-8731, Option 1 | bca1@bcacademy.com



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PLEASE NOTE

- Pick-up after the designated dismissal window ends (3:15 or 4:30 p.m.): A late fee of \$25 per 15-minute increment applies.
- Pick-up after 6:00 p.m.: A late fee of \$60 per 15-minute increment applies.
- If the school-issued carline placard is not available, pick-up persons must present a state-issued ID at the office.

