



DROP-OFF and PICK-UP PROCEDURES

2011-2012

DROP-OFF

Students are expected to be in the building by 8:20AM. Early morning drop-off is available for Kindergarten through 8th grade students as a courtesy to families. Our goal is to help make mornings smoother. For safety, vehicles are not allowed to park at the curb. However, vehicles may stop briefly during the supervised drop-off period as directed by staff. Students are monitored in the gym (Elementary) or lunch room (Middle School) until they are picked-up by teachers or released to classrooms (Middle School) at 8:20AM.

Details

- Drive slowly!
- Kindergarten – 8th Grade Only
- 8:05AM – 8:20AM
- Staff members are stationed outside to supervise and direct students inside the school building.
- For the safety of our students, children arriving after drop-off ends at 8:20AM must be escorted into the building by their parent/guardian. This is very important for the safety of your children - no exceptions or excuses.
- There is a ONE WAY traffic pattern when entering and exiting the parking lot.
- The parking lot schematic is attached. Please review it so that you understand the traffic pattern. It is important to exit through the 3rd parking level.
- Families with young children who are walking into the building are encouraged to use the 2nd level of parking and cross-walk to escort their children into the building safely. Staff members park in the rear parking lots.
- Monitor(s) supervise students in the gym and/or lunch room.

PICK-UP

Parents, guardians and authorized individuals (as noted on Emergency Cards) must pick-up and sign-out students at the appropriate door and time. There is a fee for families who pick-up late.

Grade	Time	Location
Pre3 & Pre4 AM	11:45AM	School Entrance
Kindergarten AM	11:45AM	School Entrance
Kindergarten Full Day	3:00PM	School Entrance
1 st and 2 nd Grades	3:00PM	School Entrance
3 rd – 5th Grades	3:00PM	Main Church Entrance (Under Portico)
6 th -8 th Grades*	3:00PM	Main Church Entrance (Under Portico)