

# Drop-Off and Pick-Up Procedures

It is imperative for the safety of our children that we all follow the proper traffic pattern. It is very important to note that each car is to use only **ONE** entrance and exit. The South Entrance is for PreK, Kindergarten and Junior High students. The North Entrance is for students in Grades 1-6.

**If you have students in multiple grades they will all be dropped-off and picked-up at your youngest child's drop-off and pick-up location.**

The traffic paths around both parking lots are one way. There are two one way lanes in each parking lot. One lane is close to the curbing and that is the lane you are to be in for both drop-off and pick-up. After you have either dropped-off or picked-up your child, you move to the inside lane and proceed with caution along the one way loop to the exit.

## **DROP-OFF**

**PREK ONLY park and walk your child into the classroom. Don't forget to sign in.** Note that there is no parking in the Kinder/Junior High drop off area. This is a thru way only. You exit by making the full loop of the parking lot. You will leave via the same way you entered.

**Kinder** - Enter by the **South Entrance** and proceed straight down to the Kinder/Junior High drop off area. You drop your child off by the PreK/Kinder gate. A staff person will be in the drop off area beginning at 7:30 a.m. Please note that there is no parking in the PreK/Junior High drop off area. This is a thru way only. You exit by making the full loop of the parking lot. You will leave via the same way you entered.

**Junior High** - Enter by the **South Entrance** and proceed straight down to the Kinder/Junior High drop off area. You will drop your child off by the PreK/Kinder gate and they will proceed to the field. A staff person will be in the drop off area beginning at 7:30 a.m. Please note that there is no parking in the Kinder/Junior High drop off area. This is a thru way only. You exit by making the full loop of the parking lot. You will leave via the same way you entered.

**Grades 1-6** - Enter by the **North Entrance** and proceed straight down to the pick-up /drop -off area in front of the field and drop off your child. Please note that there is no parking in front of the pick-up/drop off area. This is a thru way only. You exit by making the full loop of the parking lot. You will leave via the same way you entered.

## **END OF THE DAY PICK-UP AND EXIT – ALL PARENTS OF ALL GRADES STAY IN THEIR CARS.**

**If you have students in multiple grades they will all be picked-up at your youngest child's drop-off and pick-up location.**

**All Grades** – Enter and exit by the same entrance that you used in the morning.

**PreK and Kinder** – come inside to pick-up students.

**Junior High** – You enter the South parking lot and stay to the right. Students will be with their homeroom teacher in the bays to the right.

**Grades 1-6** – You enter the North parking lot and proceed to the field gate. Your children will be by classroom order with their teachers. You make the loop in front of the field and stop by your child's teacher. If you have children in multiple grades in the North building, stop by the line of your youngest child to pick up.