

## Drop Off and Pick Up Procedures



*If you have a student in grades 1, 2, or 6, please use the **Pleasant Avenue** drop off/pick up location for all of your children.*

### Drop Off

- Please use the loading zone and remain in your vehicle.
- Please have students ready to exit the vehicle. If your child needs more time due to car seats, booster seats, backpacks, projects, etc., please plan to park in the church parking lot or designated street parking and walk your child to the front of the school to keep the flow of traffic moving.
- If you are walking and/or have parked, please make sure to use the crosswalk and respect the crossing guard to keep everyone safe.

### Pick Up

- Please use the loading zone and remain in your vehicle. **Do not park and get out of your vehicle when in the loading zone.** As this is an active loading zone, please do not arrive more than **15 minutes** before dismissal.
- **Please do not block the street while waiting to enter the loading zone.** If there is not room for you to enter, please circle around the block or find a place to park and walk to get your child/children. This is an important procedure so that we do not block the road for our neighbors and emergency vehicles.
- Please have a sign with your family name in your windshield/window to help us quickly get your child/children to you.
- If you are walking and/or have parked in the church parking lot or designated street parking, please make sure to have a sign so that we can call for your child/children. Please make sure to use the crosswalk and respect the crossing guard to keep everyone safe.
- If your child needs extra time to get into the vehicle due to car seats, booster seats, backpacks, projects, etc., please plan to park and walk to the front of the school to keep the flow of traffic moving.
- If you have a student in sixth grade, please plan to come after 3:05. If you enter the loading zone and students have not been dismissed, we will kindly ask you to move to allow the flow of traffic. If you have a student in sixth grade with younger siblings, you may pick up the younger students and then come back to pick up your sixth grader or the younger siblings can wait with staff for the 3:05 pick-up.
- Please make sure to share this information with anyone who may be picking up your child.

*If you have a student in grades **K, 3, 4, 5, 7, or 8**, please use the **back alley** drop off/pick up location.*

#### **Drop Off**

- Please enter through the first gates, pull all the way up, and remain in your vehicle. A staff member will open your car door to assist your child.
- Please have students ready to exit the vehicle. If your child needs more time due to car seats, booster seats, backpacks, projects, etc., please plan to use the two lanes closest to the grass.
- Please remind your child/children to not walk across the lanes of traffic after exiting the vehicle and to follow the directions of the staff for their safety.

#### **Pick Up**

- The back gate will open 10 minutes prior to dismissal. **Please do not block the street while waiting to enter the alley.** If there is not room for you to enter, please circle around the block. This is an important procedure so that we do not block traffic, which may result in the school being cited by local authorities.
- Please enter through the gates and remain in your vehicle.
- Please have a sign with your family name in your windshield/window to help us quickly get your child/children to you.
- If you have a student in seventh or eighth grade, please plan to come after 3:05. If you have a student in seventh or eighth grade with younger siblings, you may pick up the younger students and then come back to pick up your seventh or eighth grader or the younger siblings can wait with staff for the 3:05 pick-up.
- Please make sure to share this information with anyone who may be picking up your child.

#### **Kindergarten Pick Up**

- The back gate will open at 1:20.
- Kindergarten students may be picked up between 1:30-1:45.

#### ***Families are welcome to walk their child/children into the school!***

- Please park in the church parking lots or the designated street parking spots.
- Please walk your child/children to their classroom.
- Please be mindful that the teacher is supervising the other students in the class and should not be interrupted. This is not the time for check ins or conversations about your child. If there are things you need to discuss, please email the teacher to schedule a meeting.