



# Parking Procedures

## Student Drop-Off & Pick-Up

### STUDENT ARRIVAL

**Elementary Classes Begin at 8:00 am | Secondary Classes Begin at 8:15 am**

Please help keep our campus a safe place for children. If you walk your child/ren to class, it is important that you keep your child with you and closely supervised at all times before and after class.

#### North End Procedures:

- Children are to be dropped off in the designated area no earlier than 7:30 am.
- Keep your children in your vehicle until you reach the traffic assistants at the crosswalk.
- Children may ONLY cross traffic lanes at the front/North end of the traffic and as directed by the traffic guards wearing silly hats.
- Have your child/ren ready to leave your car when the traffic assistants signal you. You may be asked to park or drive through again if your child is not completely ready to exit the car.
- If you choose to walk your child/ren to the classroom, please park in the parking lot. You must escort your child/ren across the driveway/parking lot to the crosswalk.
- Parking along the front sidewalk or church (north end) parking lot is prohibited.

#### South End Procedures:

- When entering the parking lot take an immediate right and then left.
- Drop students off at east end and then turn right and follow it around and out to the south end exit.
- Students must proceed to the double doors at the southeast end of the building for entrance.

### STUDENT DISMISSAL/PICK-UP

**Grades K-5 Dismissed at 2:45 pm | Grades 6-12 Dismissed at 3:00 pm**

**Procedures:** Notify the school office or your child's teacher if a child is to be released to anyone other than a parent or legal guardian. That person should be prepared to show a photo ID.

Parents are to pick-up child(ren) in the designated area(s). Elementary at North End only. Secondary at North End or at the back lot behind the South Gym. Please do NOT attempt to pick up secondary students in front of the South Commons as it causes congestion in the parking lot.

All Elementary students will be taken to the pick-up line with their teacher at 2:45 pm and will remain outside until 3:00 pm. Children staying for the After School Care (ASC) program will be taken by a teacher to ASC at 3:00 pm.

If an Elementary student is not picked up by 3:00 pm he/she will be taken to the late pick-up room, or "S.I.T. Room" which is open until 3:30 pm. This is provided as a courtesy to parents who, due to unforeseen circumstances, are unable to pick-up their children by 3:00 pm. Please understand that this is for emergencies only. Should a child repeatedly be placed in the late pick-up room, the child will be placed in the After School Care program and the parents will be billed accordingly.

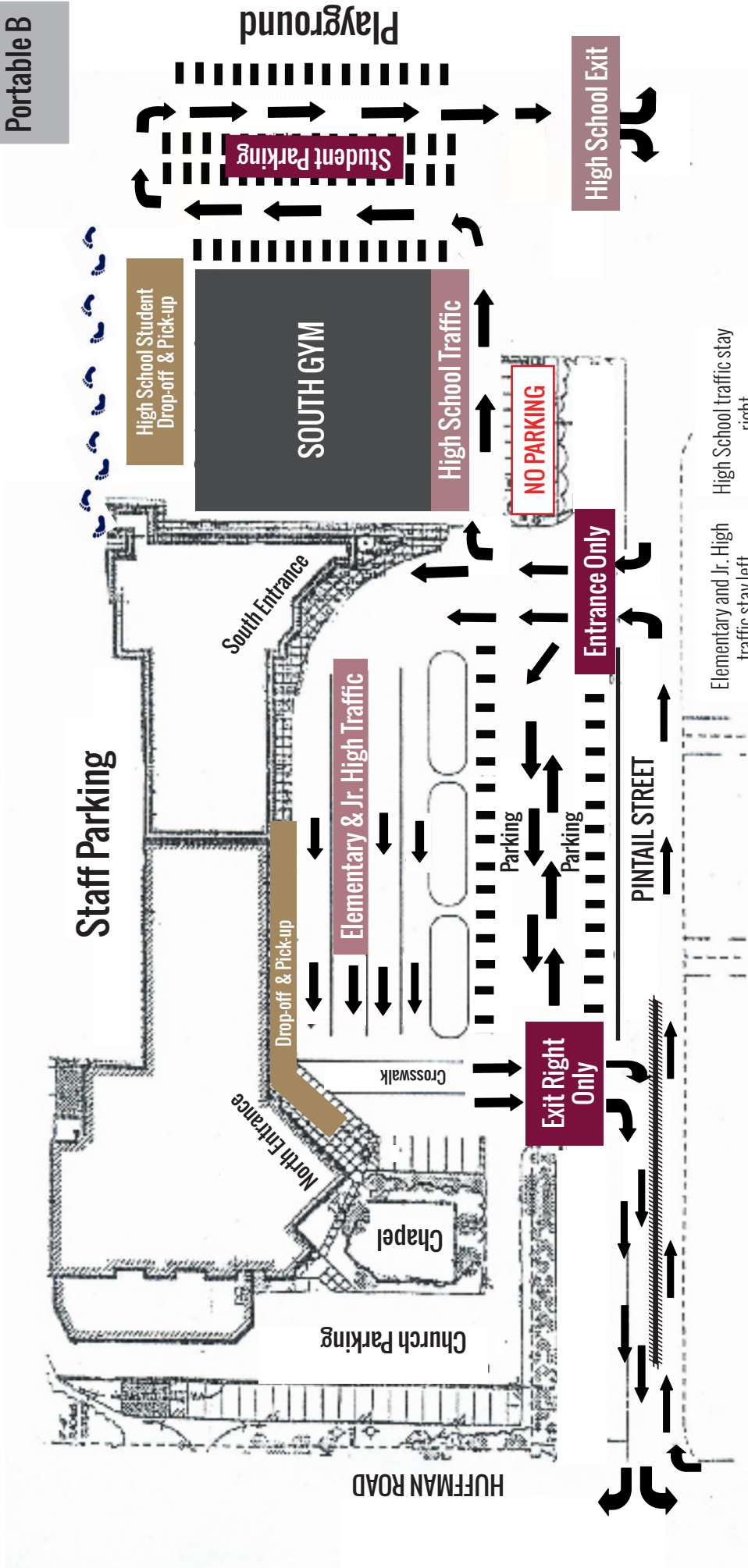
Parents wishing a secondary sibling to pick up their children must complete a "pick up" form available in the office. The child(ren) must be picked up from the S.I.T. Room by 3:15 pm and proceed directly to the secondary pick-up area. This is provided as a courtesy to parents who have children in both the elementary and secondary schools to facilitate pick-up schedules.

Elementary students must have adult supervision to attend after school events.

Secondary students are to be picked up no later than 3:30 pm. Any student on campus after 3:30 pm must be involved in a school-sponsored activity.

Portable A

Portable B



Please, **NO** Student Parking or Student Drop off in parking lot on west side of Pintail Street

Elementary and Jr. High traffic stay left.  
High School traffic stay right.

Multi-student families may choose either direction.