



2023-2024/Drop-off and Pick-up Procedures



Morning Drop-Off Procedures:

6:30am-7:30am - Extended Care

Drop-off students at door 7 for extended care Monday-Friday. Extended Care services are provided to families that need to drop their child(ren) off at school before the general drop-off time. There is a fee for before and after school extended care. Students in extended care will be walked down to the cafeteria at 7:30am.

7:00am-8:00am – Drop-off location and time for middle school and high school, students are dropped off at door 11 (**student access only**). During this time, elementary students with siblings in middle school or high school can be dropped off with their older sibling. Elementary students will then walk down to extended care.

7:30am-8:00am – General drop-off time, students are dropped off at door 11 (**student access only**).

- Monday-Friday, parent should use drop-off lane in west/main parking lot outside of door 11 (7:45am-8:00am is the best time for elementary drop-off).
- Student will exit vehicle, enter door 11.
- At 8:00am, door 11 will be secured with no buzz-in access.
- After 8:00am, parents need to drop students off at door 2, the main entrance, AND sign their child in. Student will then receive a tardy pass from the office.

Pick-Up Procedures:

Half-Day Kindergarten

- Pick-up time is at 11:30am at door 2 the main entrance.

Full-Day Kindergarten through 5th Grade:

- Student release begins at 3:05pm.
 - Enter campus on Eagle Drive **from Sullivan Road** (by football field).
 - Proceed on road between the building and football bleachers, follow the roadway *behind* the gym, and turn around at the third light post, proceed back toward the football field, follow the right turn and line up behind all the other vehicles.
 - Each family will be given a name card to scan. Please have those out and ready to be scanned.
 - Proceed through the pick-up lane.
 - Student(s) will be released from inside the building to come to your vehicle. Up to 7 vehicles will be loaded at a time. As students are safely loaded, the next 7 vehicles will move into place for student pick-up. Please remember to pull-up all the way to the marked location.
 - Exit campus on Eagle Drive **onto Sullivan Road**.
- * Middle/High School students may pick up sibling/carpool students in the cafeteria and walk together to door

GENERAL NOTES:

- a) REMAIN HANDS-FREE FROM YOUR CELL PHONE DURING PICK-UP TIME!
- b) PROCEED WITH CAUTION (***SAFE SPEED LIMIT!!!***), ALWAYS WATCHING THE VEHICLE IN FRONT OF YOU!
- c) Teachers, staff, and volunteer parents will rotate outside supervisory duties to help students into vehicles and to monitor student safety.

