



# Student Drop Off & Pick Up Procedures



## PRESCHOOL

Please arrive in the front parking lot to drop off students for school. Preschool families, please park as students must be accompanied by an adult and walked to the appropriate classroom.

## GRADES KINDERGARTEN-8

Please arrive in the back parking lot to drop off students for school. Students in Grades K-8 will be dropped off curbside in the designated Drop Off Zone and then proceed to classrooms. **Please, no parking in the back parking lot during drop off and pick up times.** Parents needing to speak with staff should drop students off and then return to front parking lot to park and enter campus on foot. Parents needing to assist students should park in the front parking lot. Drop Off Zone opens at 8:15am and closes at 8:30am; students must enter through school office after 8:30am.

**DRIVE SLOWLY...NO CELL PHONES, PLEASE**

# STUDENT PICK UP

Please return to the same parking lot as used for drop off. Preschool families, please park as students must be picked up by an adult and signed out of the classroom. All other students will be picked up curbside in the designated Drop Off/Pick Up Zones.

In order to safely and efficiently allow for curbside pick up of students in grades K-8, we will provide hang tags that must be displayed on the vehicle arriving to pick up students. Each family will be assigned a Family ID Number and provided with 2 hang tags. Staff on site at the pick up zones will use the displayed Family ID Number to safely escort students to corresponding vehicles. You may request additional hang tags to give to additional individuals on your authorized pick up list.

If an adult arrives on campus and does not have the proper hang tag for the student(s), they will need to park in the front parking lot and visit the school office. They will identify themselves to the Office Manager who will check the authorized pick up list and provide a 1-time use hang tag to allow for pick up.



**If a parent wishes to speak with the Principal, a teacher or staff member or visit the school office, they may do so after they have gone through the Drop-off/Pick Up Zone. Please park in the front parking lot to enter the school office. Please, no parking in the back parking lot during drop off and pick up times.**

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