

# Drop Off & Pick Up Procedures

## School Hours

- Start Time: **8:20am (for ALL students)**
- Dismissal: **½ Day Students - 12:15 pm** (picked up from front church lobby doors)  
**Full Day Students – 3:35 pm**

## MORNING Drop-Off Procedures

- | <u>Arrival Time</u>   | <u>Drop-Off Location</u>  |
|-----------------------|---|
| • <b>7:00-8:00 am</b> | Front of School for Before Care   |
| • <b>8:00-8:20 am</b> | ALL STUDENTS enter back of School (West Lot) - Enter at the south gate (open 8:00 until 8:20 am). <u>During this time, <b>NO STUDENT ENTRANCE in front of the building.</b></u> |
| • After 8:20 am       | Front of School. <b>All visitors and tardy students</b> must check in the main office.  |

### 2 Options for dropping students off:

1. Enter at the south gate and proceed to west side (back) of building. School personnel will be present to direct. **Please REMAIN IN YOUR VEHICLE and proceed as far forward as possible.**
2. Park in the west parking lot and walk child(ren) to the school entrance. Parents must stay with their children until they are past the parking lot islands.

## AFTERNOON Pick-Up Procedures

- | <u>Pick-up Time</u> | <u>Pick-up Location</u>   |
|---------------------|---|
| • 12:15 pm          | At front Church lobby doors (this is for K4 ½-day students only)  |
| • 3:25-3:45 pm      | Back of School (West Lot)—Enter at the south gate (open 3:20 pm).   |
| • After 3:45 pm     | Front of School—For LS & MS student(s), parent must show ID & sign out of After Care.<br>Holy Grounds—For HS student(s) |

**Rainy or wind chill below 10 degrees:** dismissal is the same, only students will line up inside

1. Drivers remain in their vehicles. Students will be brought to the vehicle. 2 lanes for pick-up, with exit lanes in between.
2. OR Park **west of pick-up lanes**, then parents may come and walk their children to their vehicle.

# MAP for Morning Drop Off & Afternoon Pick Up Procedures

All traffic: **Drop off (8:00-8:20am)**, & **Pick up (3:30-3:45pm)** will enter on the south side of the building & proceed to the **back of the school**.

