

Drop-Off and Pick Up Instructions

Your child's safety is our first priority.

****Please read the following instructions carefully.****

- Please do not use your cell phone while driving on campus.
- Please adhere to the designated drop-off and pick-up times.
- Please put the enclosed card with your last name on your dashboard to help expedite loading.
- Please do not drop-off or pick-up on the playground side of the building between the hours of 7:00 AM – 4:00 PM.
- Please do not drop-off or pick-up students at the front of the building. (This does not pertain to Pre-K pick-up in the afternoon.)

Morning Drop-off:

- Drop-off for all students takes place from 7:30 AM to 8:00 AM.
- Unloading will begin at 7:30 AM. Do not allow your child to exit the car until we are outside to oversee drop-off.
- All students must be dropped off through the car line.
- Please have your student ready to exit the car as soon as we open the door. Please seat Lower School students on the driver's side of the car to facilitate unloading. If you have an older child that exits on the passenger side of the car, please have the child walk around the back of the car.
- Please do not get out of your car to unload your child.

Traffic Pattern for Morning Drop-Off

- Enter through main entrance alternating cars in lanes 1, 2, and 3
- All lanes stop at the red line by the island.
- We will assist students as they exit their car and enter the building.
- Exit to the left across the front of the school and out second driveway.

If you need to go into the office, please first drop off your student and then park up front in a marked parking space, not directly in front of the Upper School building which disrupts traffic flow. This is necessary to keep students from crossing the traffic line.

Afternoon Pick Up:

Pre-K students with no siblings:

- 2:30 PM –245 PM (Pre-K at 2:30)
- Line up in front of the Upper School Building starting at Door # 2.
- Line should curve around the west side of the building.
- After loading, please exit out the second driveway.

K through Fifth Grade:

- 255-3:15 PM (Do not arrive before 2:45 PM.)
- Proceed down lane #1. The first car should be even with the power pole nearest the Drama Room.
- When lane # 1 reaches the red line by the church, the next car proceeds in lane # 2.
- When lane # 2 reaches the red line (lane 2 will be longer than lane 1), the next car proceeds in lane # 3.
- When lane # 3 reaches the red line, the next car proceeds in lane #4 to the red line by the island.
- After loading, please exit out the second driveway
- Lower School Pick up ends at 325. If you arrive after that you will need to go to main office and they will bring you your child.

If you arrive after 3:15 PM and before 3:25, proceed down lane # 3 and wait for direction from the Traffic Director.

Parents picking up Lower School and Upper School students (DUAL Pick Up)

- 3:15 PM - 3:25 PM (Do not arrive before 3:15 PM.)
- First car should proceed down lane # 1 to the red line by the island and wait for the Traffic Director to direct you.
- Cars will line up in lane # 1.
- When directed, the line will pull up to the fire escape on the northwest corner of the Upper School Building.
- Lower school students will be loaded right away. Upper School students will be loaded after dismissal at 3:30 PM.
- After loading, please exit out the second driveway
- **Lower School pick-up ends at 3:25 PM.** If you arrive after 3:25 PM to pick up a Lower School student, please park in front of the school, go to the Main Office, and they will have your child sent up to you. Please be respectful of our teachers' time. When you are late, it interferes with their preparations for the following day.