

**ARRIVAL/DISMISSAL TRAFFIC PROCEDURES 2023-24**

Please familiarize yourself and/or anyone who drops off or picks up your child/children with the guidelines below. If everyone does their part it makes for a smoother process. We appreciate your cooperation as this is for the paramount safety and protection of all students.

- **PARKING LOT SPEED LIMIT IS 5 MPH!**
- Enter the parking lot and follow the traffic route which loops around the parked cars (see map).
- No cell phone use while dropping-off or picking-up.
- Please do not talk to teachers during drop-off or pick-up as they are responsible for student safety.
- Do not stop/park in red curb areas. Students are never to be dropped-off or picked-up from these locations.
- The passing lane is not a fast lane. **SPEED LIMIT IS ALWAYS 5 MPH!**

**MORNING DROP-OFF**

- Students may be dropped off beginning at 7:15am.
- Students are to be in the morning assembly line (small hall on rainy days) by 7:35am.
- Gates will close at 7:35am. If arriving after 7:35am, parents are to park north of the fence (church side) and walk their students into the school office. Once checked in, students enter via school hallway.

MORNING WALK-IN DROP-OFF

- Park north of fence (church side), and walk with your child through the pedestrian gate (see map).
- Students should not walk across the parking lot without an adult.

MORNING CAR DROP-OFF

- Make sure to have the passenger (right) side clear from obstructions so that your child can exit on THAT side.
- Enter the parking lot and follow the traffic route which loops around the parked cars (see map).
- **Drive 5mph** in the drop-off lane and pull all of the way forward before your child/ren exits the car.

AFTERNOON PICK-UP

- All TK-8 students are dismissed Monday-Thursday at 2:40pm and Friday at 12:15pm
- All students not picked up by 3:00pm (12:35pm on Friday) will be signed into after-school care and charged a drop-in fee even if you arrive at 3:01pm (12:36 Friday).
- Students must ALWAYS be supervised when on campus. Siblings of students participating in extra-curricular activities must be signed into daycare. Students may not “hang around” unsupervised after school, during practices, games, club meetings, etc., as coaches will only assume responsibility for registered team members of specific activities.
- Enter the parking lot and follow the traffic route which loops around the parked cars (see map) and park in designated stalls. (Do not park or drive between Marron Hall and 1-8 homeroom east wing.)
- **Parents are to wait in cars until dismissal time.**
- Do not gather in front of the bathrooms when waiting for your child.

- Go directly to your child's classroom:
 - TK, K, 1st, 3rd, 5th, and 7th grade will be picked up via their outside classroom doors
 - 6th grade will be picked up via the Science classroom
 - 8th grade will be picked up via the teacher's lounge
 - 2nd and 4th grade will be picked up via the hallway entrance door
 - Please be extremely careful when exiting campus as students are present in the parking lot.

IF PARENT/GUARDIAN IS NOT PICKING UP

- If the adult consistently picks up your child, please add that person to your family emergency card.
- If the adult picking up your child is NOT on the family emergency card, please notify the office/teacher in writing or email the following:
 - The name of the person picking the student
 - The date the person is picking up the student
 - Sign and date the note

TRAFFIC REMINDERS

All people who visit the church and school are required to follow the same parking laws as they do in the city. You may not park; and therefore, students may not be dropped off at the red curbs. It is designated red for "no parking" to provide emergency vehicle access. This is for the safety of everyone.

The color painted on curbs means:

- White (or no color): Parking allowed, unless restricted or limited by signs.
- Blue: Parking for the disabled only. ...
- Green: Parking allowed for a short time. ...
- Yellow: Stop only long enough to load or unload passengers. ...
- **Red: No parking!**