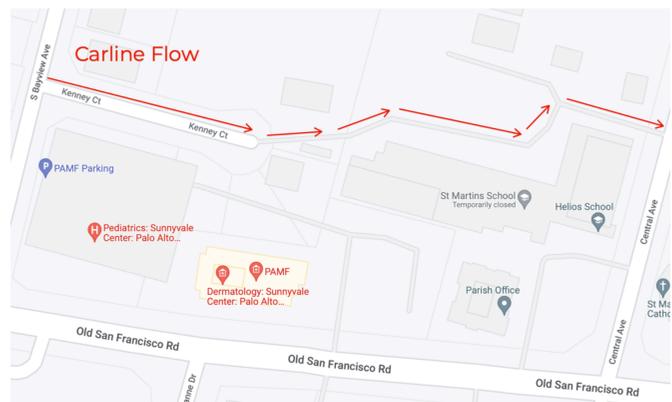


Drop-off & Pick-up

Dropoff K-4th

- Students may be dropped off any time between 8:00am and 8:30am.
- Enter from Kenney Ct and exit onto Central Ave.
- Please pull as far forward as possible before having your student quickly exit the vehicle
- Do not pull out of carline unless instructed to by a staff member
- For Kindergarteners, parents may park in the front school lot and walk their student in through the month of September.
- Students arriving past 8:15am (Middle School) or 8:30am (Lower School) must proceed to the front desk to obtain a late pass



Dropoff 5th-8th

- Enter from Kenney Ct and exit onto Central Ave.
- Please pull as far forward as possible before having your student quickly exit the vehicle
- Do not pull out of carline unless instructed to by a staff member
- Students will not go to their homerooms, and will instead take their backpacks with them to morning movement and first class of the day. If needed, students will pick up their computers from their homerooms before their first class.
- Attendance will be taken at 8:15am; students arriving after this time must obtain a late pass from the front desk and give it to the morning movement teacher.
- At 8:25am, students will be dismissed from Morning Movement to their first class, bringing their belongings with them.
- If there is no class on the field between 8-8:25am, it means movement is on the MS patio (occasional) or has been rained out, and students should go to their homerooms.

Dropoff after 8:25am

- At 8:25am, the carline gate will close to car traffic in order to allow students who are finishing Morning Movement on the field to cross the blacktop safely to their classrooms.
- Cars will instead pull over along the cul-de-sac in Kenney Court and drop off their students at the gate to walk to their classrooms.
- Follow the instruction of the staff on gate duty, and pull parallel to the sidewalk (as the yellow arrows in the image) to allow your student to safely exit the passenger side.
- The gate will close to cars and pedestrians at 8:30am.



Late Arrival

- Attendance is taken promptly at 8:15am (middle school) and 8:30am (lower school).
- Students who are not present at these times will be marked absent.
- If your student arrives after the carline gate is closed, they must proceed through the front doors of the school to check in at the front desk. Our front desk staff will change the student's attendance to late (from absent) and the student can proceed to their classroom.
- Email the front desk and the student's teachers to report any absences.

Pickup

- Enter at Kenney Ct and pull to the front of the carline
- Please have your placard visible or tell the staff member at the gate your student's name so they can radio the carline for pickup
- Students in grades K-8 will be on the blacktop patios for pickup via carline
- Please do not park and enter campus to retrieve your child during carline period, except:
 - Through the month of September, Kindergarten parents/caregivers may park in the front lot and enter the school to retrieve their Hummingbird
 - Do not pull out of carline unless instructed to by a staff member
- Students who remain on campus at the end of carline at 3:30 are brought to the front of the school where they will be released to their authorized pickup, or checked into aftercare.
- If anyone other than the usual will be picking up your child, please email your student's teachers and Lisa Harris at the front desk.

Use of the Front Lot

- Students coming through the front lot in the morning should fall into one of the following categories: late arrivals after 8:30am, student requiring extended time to unload, or parents with meetings. Through the month of September, Kindergarten parents may park in the front lot and walk their student in.
- If your student is exiting quickly on the passenger side, you may enter from Central Ave and pull to the far right by the flagpole (orange route) for dropoff.
- There is absolutely no standing or wrong-way facing allowed - always stay to your right and DO NOT pull to the left by the flagpole.
- If your student requires extra time or an adult getting out of the car to assist with unbuckling, bags, etc you must park in an available parking spot so as not to block the lot.



Parking

- Parking for those needing extended time to unload, those with meetings, and latecomers is allowed in the front lot *for a short period during dropoff and pickup times*.
- Anyone needing to stay an extended period of time should park on the street or in the Central Ave parking lot behind the church (see map below).
- If there are no spots in the front, proceed to the street or the Central Avenue lot.

