

Drop off and pick up routine for students in grades K-8

And other notes!

Drop off will remain the same. Students should use the main entry doors to enter the building. **Parents of younger students who may want to bring their child into the building are asked to say their goodbyes in the commons area and allow the child to proceed to the classroom on his/her own. [Parents of Kindergarten through grade 2 students and new students may accompany their child to the classroom the first couple of days.]**

Dismissal will take place via the hallway doors that open onto the parking lot at approximately 3:05 p.m.

Drivers should approach the parking lot from the North (off of Throp Street).

Turn in to the parking lot at the first entrance and proceed to next to the building.

First car in line should stop near the doors.

Other cars should form a line behind the first car.

After students are loaded into a car, that car proceeds to the second exit making a right turn to exit the parking lot. No left turns please.

The next car in line moves into the pick-up spot as soon as the first car moves forward, etc.

Please do not park between the North entry to the parking lot and Throp Street. This area will be reserved for cars in line to pick up students at the door, so that cars not picking up students may still use the road.

Pre-School parents have been asked to park from the South entry of the parking lot South toward the church and come in the main entry doors.

If you have a Pre-school student and a K-8 student, you may also pick up your K-8 student when you come in to get your Pre-school student, **but please wait in the hallway by the school office for your child to be dismissed to you.**

If you are a K-8 parent and you need to come in at dismissal time to pick up your child, please wait in the hallway by the school office and a teacher will dismiss your child to you.

If you need to visit the church or school office or talk with a teacher, you may park in the parking lot if you arrive before 3:00 p.m. Enter the building via the main entry doors. However, you will not be allowed to leave the parking lot until after all students have been picked up at the door.

Students not picked up by 3:15 will be taken to day care. Every student must have a completed before/after school daycare form on file at the day care—even if you don't use daycare on a regular basis!

Note: The hallway doors will be locked at all times. Please use the main entry doors to enter the building.

See map on reverse side.
