

Morning Drop-Off Procedures

ARRIVAL

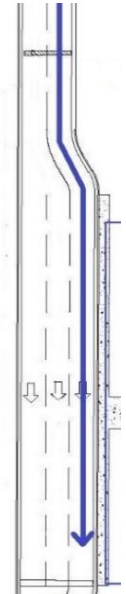
The campus opens for students at 7:30 a.m. and classes for all students begin promptly at 7:55 a.m. **Please drop off your child between 7:30 – 7:50 a.m.** Students may not be dropped off prior to 7:30 a.m. All classes will begin promptly at 7:55 am; to ensure on-time arrival students should exit their vehicle no later than 7:50 am.

MORNING ENTRANCE & DROP-OFF

Parents are required to remain in their cars when dropping students off. Parking and walking a student to the building is not allowed during morning drop-off except for special circumstances. If you need to visit the school office during the drop-off window, park directly in visitor parking. **Because of safety concerns, no parking is allowed on Windy Hill Rd.**

1. All parents **must drive all the way to the west side of the campus before dropping off their children.**
2. Please **queue (line up) in the far lane of the Pick-up and Drop-Off Zone.**
 - All Students will proceed from their car to the gymnasium.
 - Breakfast is available in the cafeteria (Gymnasium) from 7:30-7:50 a.m. (See details on our website.)

For the first day of school on campus, parents of Kindergarten students may park and walk their students to the main entrance.



LATE ARRIVAL

*Parents who arrive after drop-off closes, regardless of grade level, must park in visitor parking, and walk the student into the office, and sign in at the front desk before the student may go to class.

Afternoon Pick-Up Procedures

ARRIVAL TIMES

To reduce unnecessary congestion, and delays in the pick-up process, the **afternoon pick-up line does not open for K-5 parents on the first day until 3:00 p.m.** and for the rest of the year until **3:10 p.m.** This allows students to be ready to enter cars as soon as the line begins to form. Please carefully read the table below to find your earliest arrival time based on the grade groups you are picking up.

Grade & Sibling Groupings	Earliest Arrival Time
Families with K-5 th students only and Lower School siblings <i>(no 6th-8th siblings)</i>	3:10 p.m. 3:00 p.m. on first day
Families with 6 th -8 th grade students <i>(including any K-8th grade siblings)</i>	3:35 p.m.

Cars picking up 6th-8th grade students that enter the line before 3:35 p.m. will be asked to exit and re-enter the line after 3:35 p.m.

**** NO PARKING OR WAITING:** Prior to 3:10 p.m., and during the entire after-school pick-up period, parents are not allowed to park in the parking lot or queue up along Windy Hill Rd.. If you arrive before 3:10 p.m., you must move off Windy Hill and return when the line begins to form at 3:10 p.m. **

AFTERNOON ENTRANCE & PICK-UP

Before entering the traffic line, all parents should display their QR Code prominently on the driver’s side dashboard. Please download and print your QR Code from the [SchoolAxis Parent Portal](#). Please **do not park and walk up to pick up your child**, unless you have a specific need to visit the office during pick-up.

Cars picking up Kinder- 5th and no 6-8 siblings:

1. Beginning at 3:10 p.m., parents with Kindergarten through 5th grade students and any other *lower school* siblings only may enter campus and proceed to the loading and unloading zone.

Cars picking up 6th – 8th grade students (including any K-8 siblings)

1. Beginning at 3:35 p.m., parents of all 6th- 8th grade students, along with any of their siblings k-8, may enter campus and proceed to the loading and unloading zone.
2. Please **queue (line up) in the far lane of the Pick-up and Drop-Off Zone**.
3. If you are able to wait and pick up closer to 3:50 p.m. on the first few days of school, this will help to reduce congestion a great deal. Supervision of students will extend later as needed during the first week of school. **Students who have not been picked up by 4:00 pm will be redirected to our After Care Program, and families will be charged.**

Grade and Sibling Groupings	Pick-Up Window
Kinder- 5 th + lower school siblings (no 6-8 siblings)	3:10 – 3:35 p.m.
6-8 th + K-8 siblings	3:35 p.m.

EARLY RELEASE DAYS

Students will be released in two phases during early release days according to the following pick-up windows. Drop-off locations remain the same as the normal release schedule(s).

Grade and Sibling Groupings	Pick-Up Window
Kinder- 5 th + lower school siblings (no 6-8 siblings)	12:35—12:55 p.m.
6-8 th + K-8 siblings	12:55—1:15 p.m.

THANK YOU FOR YOUR PATIENCE!

Please anticipate that the pick-up line will take a bit longer on the first few days of school as we adjust to the new school year. We appreciate your patience as we work to lay the foundations for an effective pick-up process throughout the school year.

Drop-Off & Pick-Up Map

