

# **Drop Off & Pick-Up Procedure**

School opens at 7:45a.m.

**Please do not drop students off before 7:45**

**All students must come into the school from the North Door, no exceptions. Parents who are walking their students into the classroom must park on the North side.**

Pre-3 Students should be dropped off and picked up in the classroom.  
Students should be signed in and out by an adult.

Pre-kindergarten through eighth grade students should be dropped off in the North Parking Lot . Students should never enter through the South doors. Students should go directly to the gym upon arrival. Students may not be dropped off after 8:30 without a parent to sign them in.

## **Pick –Up Schedule**

**Pre-Kindergarten-3rd Grade: 3:15p.m.**

**4th-8th Grade: 3:30p.m.**

All students who are not attending after-care will be picked up in the North parking lot.

Please pull through the line to pick up students. We ask that parents remain in their cars and not park and walk up to get students.

If you do not see your child immediately please pull forward and park until you see your child.