

Drop-off & Dismissal Procedures

Morning Drop-off Procedures

- Drop-off begins at 7:30am.
- School starts at 7:50am. The tardy bell rings at 8am. Students who are tardy must go through the front office.
- There are 2 drop off locations; 1 at the rear of the school and 1 at the front.
- Parents with students K-5th grade must remain in their car.
- Only PreK parents with a badge may enter campus. Park in a parking spot so others are not delayed from dropping off their student.
- When dropping off through the car rider line, drivers shall pull all the way forward before letting students out. This allows more cars access to the sidewalk at one time and will help improve the flow of traffic.

After School Dismissal Procedures

- Car riders are individually released beginning at 2:50pm as their pick-up number is digitally entered from our staff. Parents shall have their child's pick-up number ready & displayed as they enter the parking lot.
- Bus riders, and walkers will be released at 3:00pm.
- The front entrance gates are closed from 2:30pm – 3:15pm. During these times, drivers can enter our campus from our back gate off of Old Berkley Road. Old Berkley Road can be accessed from County Road 559-A and/or Gapway Road.
- Those picking up a student grades K-5 must remain in the car and following the line.
- PreK parents shall find an available parking spot in our parking lot to avoid delaying others from picking up.
- When picking up through the car rider line, drivers shall pull all the way forward before stopping to pick up their student(s). This allows more cars access to the sidewalk at one time and will help improve the flow of traffic.
- School buses have right of way.
- Rainy Day Dismissal: Front gates will be closed for entry until 3:30pm. All students will remain in class and be dismissed at our front pick up area as their names are individually called.
- Walkers should have a pre-arranged plan in the case of inclement weather.

We encourage everyone to be patient, safe, and considerate of other drivers at all times.