

PreK–8 Drop-Off & Pick-Up Procedures

Morning Drop-Off (7:00 – 8:00 AM)

7:00 – 7:50 AM | Drop-Off or Parent Escort

- Parents/guardians may **drop off their child in the designated area** or **park and escort them into the building**.
- All students must report directly to the **gymnasium**.
- During car line drop-off, parents must remain in their vehicles; students exit and proceed into the building.
- Staff will be present to assist and supervise.

7:50 – 8:00 AM | Teacher Pickup from Gym

- Teachers report to the gym to **pick up their classes**.
- Students are escorted to classrooms in an orderly manner.

After 8:00 AM | Tardy Arrival

- Parents must park and **escort students to the main office**.
- Students must be signed in using the **tardy sign-in logbook** before going to class.

Afternoon Pick-Up Procedures

Dismissal Process

- Students remain with their teacher until dismissal is called.
- Teachers will **escort students to the designated pick-up zone**.

Vehicle Pick-Up

- Parents/guardians must use the **assigned pick-up lane**.
- Students will be **called and escorted to vehicles** by staff.
- For safety, students will only be released to vehicles in the proper lane.

Safety & Efficiency Guidelines

- Follow all traffic patterns and staff directions at all times.
- Do not pass other vehicles in the drop-off or pick-up lanes.
- Have student names visible (if applicable) to speed up dismissal.
- Remain patient—safety is the priority.