

DROP-OFF/PICK-UP PROCEDURES

Elementary (JK–5TH)

Morning Drop-Off Options

- **Right Side Drop-Off Loop:** Stay in your car, pull all the way forward, and drop off at a designated spot. *No parking in these spots. Drop Off Only*

Note: Parking available on the right side from entrance to cul de sac to Shimmons Rd.

- **Left Side Drop-Off Loop:** Park in a spot and walk your child to the building using sidewalks and crosswalks. Please only cross the driveway using the crosswalk. Please wait to be crossed at the direction of the crossguard to ensure your safety. You may have to wait to be crossed in groups to allow for traffic to continue to flow.
- **North Parking Lot:** Park and walk your child to the entrance using sidewalks and crosswalks.

Helpful Tip: Once you're in a drop-off spot, please unload there and allow your child to walk along the sidewalk to the entrance.

Afternoon Pick-Up Options

- **Pick-Up Loop (Stay in Car):** Form two lanes. Staff will log your CurbSmart number and bring your child to your car.
 - Right Lane = Lane 1
 - Left Lane = Lane 2
- **Walk-Up Pick-Up:** Use the left lane to enter the parking lot, park, and walk up to meet your child. Please do not park in the circle drive during afternoon pick up

Helpful Tips:

- Always pull all the way forward in the loop to keep traffic moving.
- Stay in your car if using the Pick-Up Loop—staff will bring your child to you.

Secondary (6TH–12TH)

Morning Drop-Off

- Drop-off is at **Door #9**, located on the west side (rear) of the building. Enter through the **South entrance** on Shimmons Rd. and follow the arrows.

- **Do not** drop students in the fire lane at the south entrance.
- **Note:** Secondary students should not enter through Door #3 in the morning.
- Student parking is in the lower lot by the soccer field. Additional student parking is allowed along the perimeter of the upper South Parking lot along Shimmons Rd. (permits available in the secondary office).

Families with Both Elementary & Secondary Students

You may drop off both students at the **Main Entrance (Door #1)**. Enter through the North entrance on Shimmons Rd.

Afternoon Pick-Up

- Pick-up is along the sidewalk on the **west side (rear) of the building at Door #9**.
- **Do not** pick up at Door #3 or stop along Shimmons Road.
- Cars will be asked to form **two lines in the parking lot** to reduce traffic on Shimmons.
- Students may walk to your vehicle while you are waiting in the pick up line—you may exit once they are safely inside your vehicle.
- Use the **southwest exit by the soccer field** to leave campus.

Families with Both Elementary & Secondary Students

Your middle or high school student may come to the main lobby and walk to the car with your elementary student. Please ensure that your students use the crosswalk and only cross with a designated staff member to ensure safety.