

## **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*

- **Left Side Drop-Off Loop:** Park in a spot and walk your child to the building using sidewalks and crosswalks. Please do not cross the driveway without a crosswalk, as there are no morning crossing guards.
- **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.

*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.
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### **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 (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 lot—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.