

# Oakland Christian School Student Drop Off/ Pick Up Policy

## School Drop Off Policy

Start times for Elementary and Secondary are as follows:

- **Junior Kindergarten - 5th grade: 8:00 am**
- **Secondary (6th -12th): 7:45 am**

Alpha Before School Care is available for Junior Kindergarten - 5th grade students starting at 7:00am for an additional fee.

## Secondary

Secondary students can be dropped off as early as 7 am for no additional charge and will be directed to the Main Gym. Any students arriving at 7:30 am or after will report to their homeroom. All Secondary students dropped off between 7:00 - 7:45 am are to be dropped off at the back of the building. Any Secondary student dropped off after 7:45 should be dropped off at the main entrance to get a late pass.

## Elementary

Between 7:30 am and 7:50 am Elementary students may be dropped off for Morning Club in the Multipurpose room for no additional charge. The Elementary Morning Assembly will begin at 7:45 am for all Elementary students present on campus at that time. Elementary students arriving between 7:50-8:00 am will be directed straight to their classrooms and will begin their daily schedule at 8:00 am.

If you choose to park your vehicle and escort your child into the building, please refrain from going into their classroom unless otherwise invited by the classroom teacher or they are in Junior Kindergarten. Teachers need to be available to personally welcome each child into their classroom at drop-off time. If you need to speak with your child's teacher about a matter, you may email them or set up a meeting with them. All students Kindergarten - 5th grade should enter their classroom on their own.

Please use the designated lanes for dropping off. Please pull forward as far as possible when dropping off to help us manage traffic and student safety. Do not drop children off in the center lane of the driveway. Parents and students should only cross the driveway at the designated crosswalks.

**\*If you are parking your vehicle, please do not park on the right side of the drop off lane. This lane is reserved for quick moving drop off. Parents may not get out of the car if in the right lane drop off lane. Parents may park in the left lane of the driveway or in the main parking lot. Please do not park in the cul-de-sac. This area is reserved for staff only.**

---

## School Pick Up Policy

Separate pick up times for Secondary and Elementary school are as follows:

- **Secondary (6th - 12th grades) Pick Up: 3:00 pm (All Secondary pick up in back of the building)**
- **Elementary (Jr. Kindergarten - 5th grade) Pick Up: 3:15 pm (Front Entrance Carline)**

Please note that all students in grades 6-12 MUST be picked up at the back of the building. This allows for less traffic and a safer dismissal for Elementary students.

\*\*Secondary students may pick their Elementary siblings up at 3:15 with parental permission and take them to the secondary dismissal area. Secondary students must wait at the Elementary hallway door while their sibling is dismissed. Secondary students are not permitted in the Elementary hallways during dismissal.

Secondary students may not walk through the cul-de-sac or cut across the elementary dismissal lanes to enter their vehicle. All students must be picked up at a curbside and walk across the designated cross walks to ensure student safety.

## Elementary Pick Up

### ID Tags

Each family will be given a set of rear view mirror tags with their family unit number. These tags are to be used by your approved individuals to pick up your children. Pick up persons may park their vehicle and walk up to the main entrance or drive through the Elementary car line to pick up their child(ren). Individuals picking up without their family unit tag will be asked to show their ID and must be on the approved pickup person list created by the child's parents.

### Car Line Safety

- Each car will pull up to the curb on either the right or left lane once entering the driveway.
- While in the car line a staff member will input your family ID into our Curbsmart system, which will indicate to the child's teacher to release them to the dismissal line.
- Passengers must stay in their car during the dismissal process. Students will be brought to the appropriate vehicle. All students will stand on the sidewalk area in front of the main entrance until their vehicle is parked in one of the designated lanes.
- Crossing guards and sidewalk monitors will direct vehicles safely to the designated pick up areas. Students will be led to the appropriate vehicles by the crossing guards and sidewalk monitors.