

MORNING STUDENT DROP-OFF PROCEDURE

The procedure for student drop-off from 7:55 – 8:15 a.m. is intended to reduce congestion and provide security inside and outside the building. An organized and supervised approach to morning student drop-off will insure transfer of responsibility from school to parent without incident.

The following information describes student drop-off procedures. Parent and student cooperation is sincerely appreciated.

- The student drop-off area is at the main entrance at the big parking lot.
- Parents may park in the middle of the large parking lot and walk in with their child if they prefer.
- The area near the main entrance will be designated for “drive through” drop-off. Parents should remain in the car and students should exit the car on the right hand (passenger) side next to the sidewalk. Once the student is inside the building the parent pulls off in their vehicle.
- All morning car riders (Pre-K through Grade 5) should use the main entrance.
- **NO** child is to cross the driveway without an adult to escort them.
- **Students cannot be dropped off at school prior to 7:40 a.m. because there is no adult supervision.**
- Students are tardy after 8:15 a.m. If a student arrives after 8:15 a.m. he/she **must be accompanied by adult** to the office so they may be signed in on the computer and given a tardy note to enter class.
- All car riders should enter and exit the campus through the entrance closest to Community Pharmacy.
- Students who live across the street at Lakewood Apartments must be accompanied by an adult to the main entrance on the large parking lot.
- At no time during the day should car traffic be at the front of the school (bus parking lot). All car traffic should remain in the large parking lot.
- Only buses will be allowed in the paved area in the front of the building