

DROP OFF/PICK UP AND MORNING ASSEMBLY PROCEDURES

PLEASE NOTE: We will no longer be doing staggered drop off and pick up beginning Monday, October 11th. Please review the new procedures below:

MORNING DROP OFF

- School begins Monday - Friday with Morning Assembly at 8:20 AM. Students are considered tardy after the 8:20 bell rings
- Parents may drop off at the Locust Street Drop Off Zone, Lower Yard Valet Zone, or park and walk to the Upper Yard
- A staff member will be on duty at the Locust Street Gate, the Lower Yard, and the top of the stairs to ensure safety
- If you wish to attend Morning Assembly (8:20 AM), limited parking is available in the Lower Yard
- Parents staying for Morning Assembly must move their vehicles out of the Lower Yard by 8:40 AM
- Note: Students attending Morning Care (held in the 3rd grade classroom) can be dropped off in the Upper Yard from 7:15 - 8:00 AM

AFTERNOON PICK UP

- Kindergarten students: 2:00 P.M. dismissal - teacher will release students to parents at the Locust Street Pick Up Zone
- 1st - 4th grade students: dismissal at 3:10 PM from the classroom. Students may use any exit and go to any pick up zone.
- 5th - 8th Grade students: Dismissal at 3:20 PM from the classroom. Students may use any exit and go to any pick up zone.
- Parents may pick up at the Locust Street Pick Up Zone, Lower Yard Valet Zone, or park and walk to the Upper Yard
- Parents should let their student know which pick up zone to use
- A staff member will be on duty at the Locust Street Gate, the Lower Yard, and the top of the stairs to ensure safety
- When picking up from Extended Care, please park in the Lower Yard and walk to the Upper Yard

SAFETY PRECAUTIONS:

Never

- Back up in the parking lot
- Drop off/Pick Up on King street
- Drop off/Pick Up on the opposite side of Locust Street
- Double park on Locust Street
- Park in the Upper Yard
- Leave your vehicle when using the Locust street drop off zone
- Make a U-turn on Locust Street

Always

- Park facing the drive thru lane in the lower yard
- Supervise your children in the lower yard
- Follow the flow of traffic in the lower yard

MORNING ASSEMBLY:

- Face coverings are required of all attendees regardless of vaccination status
- Parents should stand behind students
- For sanitary and safety reasons, please leave your pets at home
- To keep our Morning Assemblies reverent, students who arrive late (after 8:20 AM) will stay by the Locust Gate/Upper Yard entrance and join their classes once grade levels are dismissed