



2024-2025/Drop-off and Pick-up Procedures



Drop-Off Procedures:

6:30am-7:30am - Drop-off students at door 30 for extended care (Monday-Thursday). Extended Care services are provided to families that need to drop their child(ren) off at school before the general drop-off time. There is a fee for before and after school extended care.

7:00am-8:00am – Drop-off location and time for middle school and high school, students are dropped off at door 11 (**student access only**). During this time, elementary students with siblings in middle school or high school can be dropped off with their older sibling. Elementary students will then walk down to extended care.

7:30am-8:00am – General drop-off time, students are dropped off at door 11 (**student access only**).

- Monday-Friday, parent should use drop-off lane in west/main parking lot outside of door 11 (7:45-8:00 am is the best time for elementary drop-off).
- Student will exit vehicle, enter door 11.
- At 8:00am, door 11 will be secured with no buzz-in access.
- Instruction begins at 8:00am. After 8:00 am, parents need to drop students off at door 2, the main entrance, AND sign their child in. Students will then receive a tardy pass from the office.

Pick-Up Procedures:

Half-Day Kindergarten

- Pick-up time is at 11:30am at door 30.

Full-Day Kindergarten through 5th Grade:

- Student release begins at 3:05pm.
- Enter campus on Eagle Drive **from Sullivan Road** (by football field).
- Proceed on the road between the building and football bleachers, follow the roadway *behind* the gym, follow the cones (set up in door 16 lot) and turn around, proceed back toward the football field, follow the right turn and line up behind all the other vehicles.
- There are two options you have to identify that you are authorized to pick up a student. Option 1: Each student will have a card given to them during the Block Party that has a barcode attached. Please bring the card with you so we can scan it and release your child. Option 2: This year there is a compatible phone App called KidAccount that produces a barcode with your child's information. Please present this to be scanned so we can release your child. This barcode can also be shared with other people you would like to have permission to pick up your child.
- Proceed through pick-up lane as traffic permits (see Image 1)
- Student(s) will be released from inside the building to come to your vehicle. Up to 7 vehicles will be loaded at a time. As students are safely loaded, the next 7 vehicles will move into place for student pick-up. Please remember to pull-up all the way to the marked location.
- Exit campus on Eagle Drive **onto Sullivan Road**.

* Middle/High School students may pick up sibling/carpool students at the pick-up location inside the building and walk together to door 11.

After School Clubs (when clubs begin):

- When After School Clubs are taking place, the after school club will communicate with parents on a pick-up location and time.

GENERAL NOTES:

- a) REMAIN HANDS-FREE FROM YOUR CELL PHONE DURING PICK-UP TIME!
- b) PROCEED WITH CAUTION (*SAFE SPEED LIMIT!!!*), ALWAYS WATCHING THE VEHICLE IN FRONT OF YOU!
- c) If you carpool or send other *pick-up-slip-approved* adults to get your student(s), please request additional ACS printed placard(s) for each car that will be used for pick-up.
- d) Teachers, staff, and volunteer parents will rotate outside supervisory duties to help students into vehicles and to monitor student safety.

