

Drop-Off and Pick-Up Procedures

All traffic during Drop-Off and Pick-Up times should enter the campus from L&N Drive and exit onto Memorial Parkway.

Drop-Off Procedures (PK - Grade 11)

We do not allow students to walk across the parking lot unescorted and ask all parents to drive very slowly in the parking lot.

We permit you to drop off your child in the morning at one of two points on our campus.

- Between 7:00 and 7:50 a.m. student should enter the Assembly Room in the Upper School building on the Ben Porter (south) side at the 2nd set of double doors (not the office entrance). We will assess a supervisory charge for students who arrive between 7:00 and 7:30 a.m. From 7:30 to 7:50 a.m., students may go directly to the Assembly Room at no extra charge. We dismiss all students to their classrooms at 7:50 a.m.
- Students in PK-Grade 3 who arrive between 7:50 and 8:00 a.m. should exit their vehicles at the 2nd door along the Primary Grade Building (north building).

Pick-Up Procedures (PK - Grade 11)

Please observe the following procedures specific to your child's grade. By working together and following these procedures, we can keep our children safe and our campus orderly.

Pre-K - 3rd Grade (3:05 p.m.)

- Students who do not have older siblings in grade 4-11 should be picked up at the Primary Grade Building at the 2nd door.
- Those students who have older siblings in 4th -11th grades should be picked up at the Upper School Building at the 2nd set of double doors.

Grades 4-11 (3:05 p.m.)

- Students should be picked up in the Upper School Building at the 2nd set of double doors.

Late Pick-Up Pre-K - 11th Grade (Between 3:15 and 3:30 p.m.)

- Children in PK-Grade 3 who have not been picked up by 3:10 p.m. will be escorted to the Assembly Room in the Upper School Building where they will join those children waiting there. There will be not charge for these children until 3:30 when they will be signed in to the Extended Care Program.

Late Pick-Up Pre-K - 11th Grade (After 3:30 p.m.)

- We will assign all students who remain on campus at 3:30 p.m. in to the extended care program and assess a charge to your account.
- After 3:30 p.m. we require all students to be picked up at the 2nd double doors of the Upper School building Assembly Room and signed out through the extended day teacher.

Child Development Center (Drop-Off & Pick-Up)

- We require you to sign your child in and out each day using the attendance sheets provided in the classroom. If you have more than one child attending, we require you write each name on a separate line of the attendance sheet. For children attending in different classrooms, please sign each child in/out in his/her respective classroom.
- We require parents to pick up children attending the CDC session by 12:00 p.m. We will charge a late fee of \$10.00 for children left after 12:05 p.m.
- The CDC center closes at 5:30 p.m. We will charge a late fee of \$10.00 for children who remain after 5:35 p.m.
- Please use the circular driveway directly in front of the entrance door for drop-off and pick-up only. If you need to exit your vehicle or speak to someone on campus, please park in the designated parking spaces in our parking lot. Do not park in front of the mailbox located at the end of the circular driveway.
- We keep the entrance door locked at all times and require key fob to enter. We have programmed the key cards to work only during CDC hours of operation. Key fobs are available in the school office. Please do not share this key fob with others unless it is someone who will be picking up your child.