

Drop-Off & Pick-Up Procedures

To keep arrival and dismissal safe, smooth, and efficient for everyone, please review and follow the procedures below.

Entering & Exiting Campus

- All vehicles must enter the school grounds **southbound from 300 East** and exit onto **150 East**.
- When waiting on 300 East to enter campus, please pull onto the shoulder and be careful not to block driveways or entrances.
- Please do not bypass cars waiting to enter the parking lot. **All vehicles must remain in the carpool line.**
- **Students may not be dropped off or picked up on 150 East, Scenic Peak Cove, or 300 East. Additionally the parking lot is for staff only and cannot be used for car-pool.**

Morning Drop-Off

- Drop-off supervision begins at **7:40 AM**.
- Students are welcome to arrive before 7:40 AM; however, **there is no staff supervision available before 7:40 AM**.
- School begins at **8:15 AM**.
- Students arriving after 8:30 AM must be signed in by a parent at the front office.
- Use only the lane closest to the building for drop-off. The middle lane is a **fire lane** and must remain clear at all times.
- Please have students ready to exit the vehicle as soon as you enter the drop off area. If your student is not ready, you may be asked to continue through the drop-off area and circle around again.
- Pull as far forward as possible and follow the directions of our safety officers.
- Students should always enter and exit vehicles from the passenger side.

Afternoon Pick-Up

- Pick-up begins at **3:20 PM**, or **1:20 PM on Fridays**.
- **Please do not enter the pick-up line before 3:00 PM, or 1:00 PM on Fridays. This is vital to ensure our carpool does not back up into residential traffic**
- During pick-up, cars will be directed by a safety officer. Please wait for their direction before merging.
- Pull all the way forward, come to a complete stop, and remain stopped while students are entering or exiting vehicles.

Reminders

- Students must be dropped off and picked up only in designated areas. The curb is painted **green for drop-off** and **blue for pick-up**.
- Please do not use cell phones while driving through the school drop-off or pick-up lanes.
- Do not block roads, the roundabout or driveways at anytime.
- Always put your vehicle in **park** while stopped and waiting.
- Please do not idle vehicles in the parking lot during drop-off or pick-up.

Additional Drop-Off & Pick-Up Locations

Additional drop-off and pick-up locations are available at **Smith Fields Park and the Splash Pad**

Thank you for helping us keep arrival and dismissal **safe, efficient, and welcoming for everyone!**