

Arrival/Departure Instructions

Arrival

- All traffic flows by going **ONE WAY** (counterclockwise) around the buildings. **Note that the speed limit on campus is 15 mph.**
- **Elementary Students** arriving for the normal school day (7:40-8:00 a.m.)
 - Follow the drive ONE WAY (counterclockwise) around the buildings. Enter the driveway next to the curb in front of the elementary building. Please pull forward to the end of the sidewalk if you are the front car.
 - Please have students in the back seat, ready to get out of the door next to the curb.
 - Students walk into the building through the front entrance and proceed to the waiting area outside their classroom door. (Students may not enter the room until the teacher arrives.)
 - Should parents need to visit the office or library, they may park and cross at the main crosswalk. (The crossing guard will direct you to cross.)
- **Junior Academy Full Day Students**
 - Circle the buildings and park in the elementary lot to walk your child in.
 - Cross the driveway at the main crosswalk.
 - Sign your student in at the reception desk.
 - Take your student to his/her classroom.

Departure

- All traffic flows by going **ONE WAY** (counterclockwise) around the buildings. **Note that the speed limit on campus is 15 mph.**
- **Elementary and Junior Academy Part Day Afternoon Students** dismiss at 2:40 p.m.
 - Teachers will assist students to their cars from the front curb. Grade level signs will be posted at the locations for the first week of school.
 - Siblings will go to the grade of the **youngest** student.
 - Please display (on dashboard or driver's side window) the sign provided to you at the Back to School Meet and Greet.
 - Please do not park in the pick-up lanes and walk into the building.
 - Please be patient as the system falls into a routine.
 - Students not picked up by 3:00 will be sent to After Care and the appropriate charges will be billed.
 - Parents with both elementary and secondary students should pick up their elementary student first and then circle back around to pick up the secondary student. **Elementary students should remain in the car while they wait for an older sibling.**