

Arrival/Departure Instructions

Map and General Instructions

Arrival

- All traffic flows by going **ONE WAY** (counterclockwise) around the buildings. **Note that the speed limit on campus is 15 mph and the arrival line is one lane.**
- **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 in the front car.
 - Please have students in the back seat, ready to get out of the door next to the curb as soon as you pull around to the elementary side of the building.
 - 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.)
 - Visitor admittance during arrival is by appointment only. For security purposes, all students will need to enter the building through the carline. Exceptions to this procedure are JA siblings and if parents have an appointment to visit the office. Should parents have a JA student or an appointment to visit the office, they may park and cross at the main crosswalk. The crossing guard will direct you to cross.
- **Junior Academy families please see the [Junior Academy Handbook](#) for arrival and departure procedures.**

Departure

- All traffic flows by going **ONE WAY** (counterclockwise) around the buildings. **Note that the speed limit on campus is 15 mph and the departure line is two lanes.**
- **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 dismissal locations along the front side of the elementary building in the following order: 4th & 5th, 1st, 2nd, 3rd, K & Afternoon Part-Day JA
 - Siblings will go to the dismissal location of the **youngest** elementary student's grade level.
 - Please display (on the front window or driver's side window) the sign provided to you at the Back to School Orientation. More signs are available upon request.
 - Please be patient as the system falls into a routine.
 - Please do not park in the pick-up lanes or parking lot and walk to the building to pick up your child. The only exception to this is if students have a sibling in JA. Parents may park in the parking lot and cross at the main crosswalk. The crossing guard will direct you to cross.
 - The library is open from 2:40-3:30 PM on Tuesdays through Fridays.
 - If you are visiting the library during this time, please pick up your child/children through the carline, park in the parking lot, and walk into the building at the main entrance crosswalk. The crossing guard will direct you to cross.
 - 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 supervised by parents while they wait for an older sibling. Please do not allow students near the HS/MS classrooms because they are still in school, and it is important that their learning is not disrupted.
 - Students not picked up by 3:00 will be sent to After Care and the appropriate charges will be billed.