

# Morning Drop Off

## Elementary - Elementary Entrance

- Drop Off begins at 7:35am.
- At the tennis courts, stay in the **RIGHT** lane.
- When passing through the Gym/Commons Parking Lot, cross over into the **LEFT** lane.
- Fill only the right lane once you reach the HS/MS building.
  - Stay in your lane. Passing is not permitted.
- Say your goodbyes and have your children ready before you reach the front of the elementary building.
- Your child will unload your vehicle on the left driver side and walk to the sidewalk in front of the elementary building.
  - Please do not get out of your vehicle.
- HS/MS siblings may proceed through the building to their side of the school.
- When directed, proceed to exit the campus.
- Remember Academy Drive is a two-lane road once you pass the Academy Apartments.
- Going straight or turning right is a great option.
- Instruction begins promptly at 8:00am. All students arriving after 8:00am must be walked into the school and signed in at the main entrance at Door #1.

## High/Middle - Gym/Commons Entrance (and Elementary siblings)

- Drop off for HS/MS students begins at 7:00am.
  - Elementary siblings should not be dropped off before 7:35am unless they are going to paid Before Care.
- At the tennis courts, stay in the **LEFT** lane.
- Turn left into the Gym/Commons parking lot and fill the left lane in front of the Gym/Commons doors.
  - Please do not park in the parking spots and have your child walk through the parking lot.
  - Please do not drop off in the middle lanes and have your child walk through the parking lot.
- Students should exit their vehicle and walk into the building.
  - Elementary siblings may proceed through the building to their side of the school.
  - Stay in your lane. Passing is not permitted.
- When safe, proceed out of the Gym/Commons Parking Lot and make your way to the **RIGHT** lane.
- Follow the bypass route around the building to the exit.
- Remember Academy Drive is a two-lane road once you pass the Academy Apartments.
- Going straight or turning right is a great option.

## Afternoon Pick Up

### Families with only Elementary Students

- Pick up begins at 2:35pm.
- At the tennis courts, stay in the **RIGHT** lane.
- When passing through the Gym/Commons Parking Lot, cross over into the **LEFT** lane.
- Fill both lanes in front of the HS/MS building.
- **\*NEW\*** - At some point, the inside lane may get backed up as families who also have HS/MS students try to merge into the HS/MS line.
  - Therefore, if you are an elementary ONLY family and are not in the first wave of pick up, please stay in the **RIGHT** lane through pick up.
  - If you will be looping back around to pick up your HS/MS student, please stay in the **LEFT** lane through pick up.
  - This is new, and we will be monitoring it for efficiency.
- Have your official carpool number tag hanging from your rearview mirror.
  - Cars without numbers or with previous year's numbers will be directed to visitor parking, and parents will then have to enter the school through the main entrance to sign out their child. *For the security of our children, there will be no exceptions to this rule.*
- Your child will load your vehicle between the stop sign at the front of the elementary line and the elementary awning.
  - Please do not get out of your vehicle.
  - Once your child is loaded in your vehicle, take down your number. (This signals to us that you are ready to go.)
- When directed, proceed to exit the campus.
- Stay in your lane. Passing is not permitted.
- Remember Academy Drive is a two-lane road once you pass the Academy Apartments.
- Going straight or turning right is a great option.

### Families with only High/Middle School Students

- Dismissal is at 3:05pm.
- At the tennis courts, stay in the **LEFT** lane.
- Turn left into the Gym/Commons parking lot and fill two lanes in front of the Gym/Commons doors.
- Please do not park in the parking spots and have your child walk to your vehicle.
- Have your official carpool number tag hanging from your rearview mirror.
  - Cars without numbers will be directed to visitor parking, and parents will then have to enter the school through the HS/MS entrance to sign out their child. *For the security of our children, there will be no exceptions to this rule.*
- Your child will come out the Gym/Commons doors and load into your vehicle.
- Once your child is loaded in your vehicle, take down your number. (This signals to us that you are ready to go.)
- When directed, proceed out of the Gym/Commons Parking Lot and make your way to the **RIGHT** lane.
  - If your child is not in your vehicle when the lanes are dismissed, please pull around into one of the designated parking spaces.

- Follow the bypass route around the building to the exit.
- Stay in your lane. Passing is not permitted.
- Remember Academy Drive is a two-lane road once you pass the Academy Apartments.
- Going straight or turning right is a great option.

### **Families with both Elementary and Middle/High School Students**

- Go through the steps listed above for Elementary.
  - Timing your arrival toward the end of elementary pick up is a great way to not have to sit for a long time on campus!
  - Please stay in the **LEFT** lane through elementary pick up.
- Merge into traffic to go back towards the Gym/Commons Parking Lot.
- Follow the steps listed above for HS/MS pick up.
- Follow the bypass route around the Elementary Parking Lot to the exit.
  - The middle lane of the Elementary Parking Lot is one way, so you will need to circle around and merge with the other traffic using the bypass lane.
- Remember Academy Drive is a two-lane road once you pass the Academy Apartments.
- Going straight or turning right is a great option.