Student Drop-off and Pick-up Procedures & Map 2024 - 2025

Reminder: Parents stay in your car to help us stay safe & efficient.

AM Student Drop Off: 8:06 AM

- Families with K5-5th grade students:
 - 1. Drive: Drop off students at Door 10 (back parking lot entrance) on Colonial Drive.
 - Stay in your vehicle at all times, and have students exit the right side passenger doors.
 - 2. <u>Walk</u>: Park and walk your student(s) in at drop-off at the front entrance. (Do not park your car in the back parking lot and walk students during drop-off or pick-up.)
- 4K Morning & Afternoon Drop Off:
 - Families with 4K students (including ALL other siblings): Drop off students at the front entrance. Please stay left of the orange cones in the parking lot. Have students exit your car and enter Door 1.
 - Drop off for the 4K PM class starts at 12:25 pm. We prefer you park in a spot and walk your child in.
- Students should be in their classrooms and ready for school by 8:21am.

PM Student Pick Up:

- Families with 4K/K5-5th Grade students: Pick up your students at Door 12 (playground entrance). Car traffic enters westbound on Bayberry Circle and exits on Butternut Road using the north school entrance. A circle of cars will be formed. You must stay in your car to be in the traffic flow. Note formation on the map. Please start a second line (inside the circle) once the first one is full so that you are not blocking the entrance or exit.
 - o A yellow student pick-up sign is to be displayed in your front window. The yellow signs sent home are required to be shown.
- At 3:10 p.m., a staff member will start tracking cars in the traffic pattern. Students will be walked out in the order of car flow. Students must be picked up by 3:30 pm.
- Parents should NOT park in the back parking lot to pick up their children at the end of the day.
 - o From 3:00-3:30pm the back parking lot will be closed to all traffic except buses.
- Students are allowed to bike to school. There is a bike rack at the back school entrance and students enter the back door, Door 10.
- Vehicles are not allowed on the drive between the back parking lot and the playground.

PM Pick Up

- Please do not block driveways (be kind to our neighbors).
- ★ Do not stop on corners or near fire hydrants.
- ★ Have yellow student names in front window.



• **4K Morning Pick Up:** Pick up 4K students at the front entrance staying left of the orange cones. Please have a student pick-up sign displayed in your front car window and follow the guidelines below. Morning classes end and pick-up is at 11:06 am.

AM Drop Off



PM Pick Up

