

LOWER SCHOOL CAMPUS - Infants-5th TRAFFIC PATTERN

School Hours

7:55 a.m. – 12:00 p.m. Part-time Infants-2's
7:55 a.m. – 2:40 p.m. Full-time Infants-2's
7:55 a.m. – 12:00 p.m. Part-time 3K-4K
7:55 a.m. - 2:40 p.m. 3K - Grade 2
7:55 a.m. - 3:00 p.m. Grades 3 - 5

Drop-Off

Students arriving at the Lower School Campus between 7:00 - 7:30 a.m. will be supervised in the areas designated below at an additional charge. Students may arrive after 7:30 a.m. **at no additional charge.** In no case is a student to arrive at school before 7:00 a.m.

- An adult must escort all students arriving between 7:00 – 7:45 a.m. into the building. Parents should park in a space using the parking lot beside the Multi-Purpose Building (MPB) and Sanctuary. Enter the building through the glass doors under the breezeway and ensure your child reaches the proper location
- 3K – 5th grade students arriving at school between 7:45 – 8:05 a.m. may be dropped-off at the end of the gym where safety patrol opens car doors. Do not allow your child to exit the vehicle until teachers are on duty
- Upon arrival, students will report to the designated Early Arrival rooms below based on their grade and time of arrival
 - 7:00 – 7:30 a.m. Infants-Two's report to N4; 3K-5th report to MPB room 9
 - 7:30 – 7:55 a.m. Infants-Two's report to N4
 - 7:30 – 7:55 a.m. 3K and 4K report to MPB room 8
 - 7:30 – 7:55 a.m. Grades K5 - 2 report to MPB room 9
 - 7:30 – 7:55 a.m. Grade 3 - 5 report to MPB room 17 (Lunchroom)

Please note that students **may not** enter through the breezeway glass doors unless accompanied by a parent. Parents and students should remain outside the classrooms until the bell rings at 7:55 a.m. 3K-5th grade students arriving after 8:10 a.m. must check in through the school office in the Administrative building. Infant -2's may report directly to their classrooms.

Pick-Up

All Infant-2's Pick-Up will be in their rooms.

Part-Time 3K-4K Pick-Up (12:00 p.m.) will take place in the same location as the 2:40 p.m. pick-up; however, it will not loop around the small brick structure in the parking lot. During pick-up, vehicles will enter the parking lot through the India Hook entrance closest to the Sanctuary. A double line of traffic will be formed in the circle area in a "U" shape. **TEACHERS WILL WALK THEIR CLASSES AROUND THE CIRCLE TO LOAD VEHICLES. PARENTS MUST STAY WITH THEIR VEHICLES AT ALL TIMES.**

3K – 2nd Grade Pick-Up (2:40 p.m.)

During pick-up, vehicles will enter the parking lot through the India Hook entrance closest to the Sanctuary. A double line of traffic will be formed in the circle area in a "U" shape. If needed, excess traffic will loop through the side parking lot until the first group of vehicles is released. **TEACHERS WILL WALK THEIR CLASSES AROUND THE CIRCLE TO LOAD VEHICLES. PARENTS MUST STAY WITH THEIR VEHICLES AT ALL TIMES.**

3rd through 5th grade pick-up will take place in the same area as 3K-2nd grade. Therefore, parents wishing to pick up students in the 3:00 p.m. line should wait in the parking lot outside line until 2:55 p.m. Parents and carpools picking up students in both the 2:40 and 3:00 p.m. dismissals should arrive for the 3:00 p.m. car line. The 3K-2nd grade students will wait in a safe supervised area and walk the circle with the 3rd through 5th grade students.

Parents walking to pick-up their children should park on the office side of campus. Pick up your child from the holding area at the playground. It may be necessary to wait on their class to finish walking around the circle. Please verbally sign out your child with the teacher.

After School Care

Teacher supervision is provided fifteen minutes beyond the dismissal times. Any non-carpool 3K- 2nd grade student remaining after 2:55 p.m. will be taken to the After School Care Program where supervision is provided at an hourly rate. Any 3rd-5th grade student remaining after 3:15 p.m. will be taken to the After School Care Program at an hourly rate. The accumulated charge may be paid when the student is picked up or charged to the family's account. The balance must be paid in full each month.

Rainy Day Pick-Up

12:00 p.m. 3K-4K Pick-Up:

Students will be loaded from the second set of gym doors at the end of the morning drop-off line sidewalk. Parents should drive up to the end of the sidewalk and teachers will load students one at a time from inside the building.

2:40 & 3:00 p.m. K5-5th Pick-Up:

Parents must park and come into the MPB/Gym to pick-up their full day child/children.

- 3K - K5 students will be in their classrooms
- Grades 1 - 5 will be seated in the gym by class

PLEASE SEE ATTACHED DIAGRAMS