



## **2026/2027 K-5th Grade Drop-off and Pick-up Procedures**

### **Drop-Off Procedures:**

- 6:30-7:30 AM – Drop-off students at door 7 for extended care. Extended Care services are provided to families that need to drop their child(ren) off at school before the general drop-off time. Extended care is \$5 the hour before and after school.
- 7:30-8:00 AM – General drop-off time, students are dropped off at door 11 (student access only).
- Enter campus using the first Bowman Drive access on the west side of the building (this lane is a one way driveway).
- Proceed through the preschool lot and turn left into the 2nd entrance of the main parking lot.
- Use the drop-off lanes outside of door 11 (7:45-8:00 AM is the best time for elementary drop-off).
- Students should exit the vehicle from the passenger's side if in the right lane, or exit the vehicle from the driver's side if in the left lane and proceed to the crosswalk.
- Parents may also park in unmarked parking spots and use the crosswalk to walk their students to the door. (Parents may only enter through door 11 for Friday Dodgeball)
- Students will enter the building through door 11.
- At 8:00 AM, door 11 will be secured with no buzz-in access.
- Exit using the second Bowman Drive access on the west side of the building or Sullivan Road.
- After 8:00 AM, parents should drop students off at door 2, the main entrance, AND sign their child into school in the office. Students will then receive a tardy pass from the office.

### **Pick-Up Procedures:**

- Pick-up time is from 3:05 – 3:20 PM
- Student release begins at 3:05 PM.
- Enter campus on Eagle Drive from Sullivan Road (by football field).
- Proceed on the road between the building and football bleachers, follow the roadway behind the gym, follow the cones (set up in door 16 lot) and turn around, proceed back toward the football field, follow the right turn and line up behind all the other vehicles.
- Proceed through the pick-up lane.
- Student(s) will be released from inside the building to come to your vehicle.

- Exit campus on Eagle Drive onto Sullivan Road. \* ***Middle/High School students may pick up sibling/carpool students or meet them in the cafeteria and walk together to door 11.***
- Any student who is not picked up by 3:20 PM will be taken to aftercare. Aftercare charges (\$5/hour) begin at 3:30 PM.
- Aftercare pick-up is Door 7
- After School Clubs (when clubs begin): When After School Clubs are taking place, the after school club will communicate with parents on a pick-up location and time.

#### **GENERAL NOTES:**

- To change the pick-up person for your child, you must use the Pikmykid app to assign a pick-up person for that day or contact the office to make a change. All pick-up persons should carry a photo ID (driver's license, student ID, etc.) whenever they come to pick up a child.
- REMAIN HANDS-FREE FROM YOUR CELL PHONE DURING PICK-UP TIME!
- PROCEED WITH CAUTION (SAFE SPEED LIMIT!!!), ALWAYS WATCHING THE VEHICLE IN FRONT OF YOU!
- If you carpool or will be giving another student a ride home or having a playdate, make sure the teacher or office has been communicated about this change.
- Teachers, staff, and volunteer parents will rotate outside supervisory duties to help students into vehicles and to monitor student safety.