

Drop-off & Dismissal Procedures

Morning Drop-off Procedures for Car Riders

- Drop-off begins at 7:30am.
- School starts at 7:50am. The tardy bell rings at 8am. Students who are tardy must go through the front office.
- There are 2 drop off locations; 1 at the rear of the school and 1 at the front.
- Parents who need to get out of their car for any reason shall find an available spot in our parking lot to avoid delaying others from dropping off.
- When dropping off through the car rider line, drivers shall pull all the way forward before letting students out. This allows more cars access to the sidewalk at one time and will help improve the flow of traffic.

After School Dismissal Procedures for Car Riders

- Car riders are released at 2:50pm. Bus riders, walkers, tutoring, and after school club students are released at 3:00pm.
- The front entrance gates are closed from 2:30pm – 3:15pm. During these times, drivers can enter our campus from our back gate off of Old Berkley Road. Old Berkley Road can be accessed from County Road 559-A and/or Gapway Road.
- There are 2 pickup locations; 1 at the rear of the school and 1 at the front. All K, 1, and 2 students will be dismissed from the front of the school. Grades 3, 4, and 5 have the option of using the rear dismissal area.
- Parents who need to get out of their car for any reason shall find an available spot in our parking lot to avoid delaying others from picking up.
- When picking up through the car rider line, drivers shall pull all the way forward before stopping to pick up their student(s). This allows more cars access to the sidewalk at one time and will help improve the flow of traffic.
- School buses have right of way.
- Rainy Day Dismissal: Front gates will be closed for entry until 3:30pm. All students will remain in class and be dismissed at our front pick up area as their names are individually called.

We encourage everyone to be patient, safe, and considerate of other drivers at all times.