

# Drop-off & Dismissal Procedures



## Morning Drop-off Procedures

- Drop-off begins at 7:30am. Students are not to be on campus prior to 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 with students K-5th grade must remain in their car.
- Only PreK parents with a badge may enter campus. Park in a parking spot so others are not delayed from dropping off their student. Additional parking is located near the fence lines along on the side and back of the school.
- 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

- Car riders are individually released to the front of the school beginning at 2:50pm as their pick-up number is digitally entered from our staff. Parents shall have their child's pick-up number ready & displayed as they enter the parking lot.
- Bus riders and walkers will be released at 3:00pm.
- There are to be no students loitering at the back of the school or on campus.
- 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.
- Drivers shall not double park or drive the wrong direction in the parking lot.
- Those picking up a student grades K-5 must remain in the car and following the line.
- PreK parents shall find an available parking spot in our parking lot to avoid delaying others from picking up. Additional parking is available near the fence lines along the side and back of the school.
- 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.
- Walkers should have a pre-arranged plan in the case of inclement weather.
- The land outside of Berkley's back gate is private property. Vehicles should refrain from parking outside the fence or driving over the sidewalk. The driver or school is responsible for any repairs to damage caused in this manner.



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