



2009-2010 Drop-Off and Pick-Up Procedures

Drop-Off Procedures / Morning Car Line:

1. School begins at 8:00am for both upper and lower school.
2. Students are welcome on campus beginning at 7:40am. Car line drop-off will begin at this time. **Students may not be dropped off prior to 7:40am.** Please do not allow students out of your car until a faculty member is present.
3. Lower school students will enter the school from the main door at the front of the school. Upper school students will enter through the gate: high school students will enter the high school and middle school students will proceed down the sidewalk and up the ramp to the middle school portables.
4. Vehicles carrying both upper and lower school students **MUST** use the lower school drop-off area.
5. **Please do not park in the student or faculty parking area.**
6. **Please do not park along the front of the building. This is a designated Fire Lane/No Parking Zone.**

Pick-Up Procedures / Afternoon Car Line:

1. The last bell rings at 3:10pm, in the lower school and at 3:20pm in the upper school, Monday through Friday.
2. After school pick-up will begin at 3:15 and 3:25pm. Please remain on Academy Way in the right lane until 3:00pm. At 3:00pm cars may turn right (for lower school) and begin two lanes and wait at merge point at bend in parking lot until a staff member alerts you that car line has begun. Upper school vehicles will turn left at 3:00pm and begin lining up in one lane along front of the high school.
3. **DUE TO FIRE AND EMERGENCY SAFETY CODES**, you may not form more than one line on Academy Way until 3:00pm. We must leave room for emergency vehicle access.
4. **Please obey all posted signage.**
5. **Please do not pass the vehicle in front of you.**
6. If you are picking up students in the upper school as well, you will exit the lower school line and continue on to the upper school line.
7. **Please do not park your car in fire lanes or areas designated for faculty and staff.**

Safety Issues:

1. Please use the car line whenever possible. With dual parking lots and both schools beginning at the same time, it can be unsafe to park and walk through the parking lots during this time. Please use the designated walk-ways.
2. Please do not cut in line or pass around another car.
3. **You are welcome to use your cell phone before 7:40am and after 3:20pm but cell phone usage is strongly discouraged once the car line process has begun.**
4. Please refrain from engaging car line duty faculty in conversation. This will help ensure safety, efficiency, and a car line that moves more quickly.

ENTRANCE AND EXITING PROCEDURES

From 242, turn onto Academy Way. All traffic must line up in the right lane until 3:01pm at which time vehicles may form two incoming lines. UPPER SCHOOL vehicles MUST use the LEFT lane! Lower school vehicles may choose either lane.

At entrance of the parking lots, ALL VEHICLES IN THE RIGHT LANE WILL BE REQUIRED TO TURN RIGHT. Vehicles in the left lane will be able to turn either left or right.

Proceed around the curve and stop at the drop-off/pick-up areas. When dropping off at the Lower School, the students **MUST EXIT** from the passenger side of the vehicle. When dropping off at the upper school, students should exit the driver's side of the vehicle. After students have safely exited the vehicle, upper and lower school vehicles will proceed forward and then merge as they enter the exiting driveway and proceed out onto Academy Way.

Please adhere to all posted signage and painted directional arrows.

HIGH SCHOOL/MIDDLE SCHOOL

LOWER SCHOOL

DROP-OFF/PICK UP ZONE

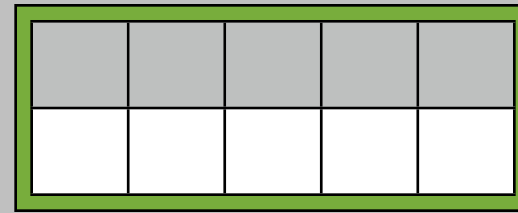
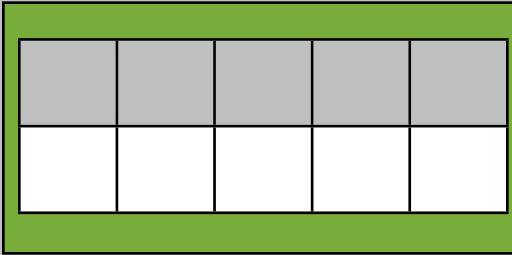
NO PARKING ZONE

DROP-OFF/PICK UP ZONE

No Passing Zone



Do not enter



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Fire lane

Cars to remain in the right lane in the main entrance driveway until 3pm. At 3pm cars may turn and begin lining up in 2 rows. At 3:15pm, cars will proceed to Drop-off/Pick-up Zone and lower school faculty will assist with loading children into vehicles.

Please refrain from using your cell phone while in active car line.

We appreciate your support!

SAFETY FIRST!