

Dear Parents/ Guardians,

As some of you may know, last year we had multiple accidents involving our student drivers. Therefore, we are working to streamline our morning drop-off and afternoon pick-up car line procedures to ensure the safety of all our students in PreK3-12th grade. Beginning this year, there will be two routes in the morning and three different routes in the afternoon: one for PreK3, PreK4, & Kindergarten and siblings, one for 1st-8th and one for 9th-12th grade students.

Morning Drop-off

Morning drop-off will run from 7:00 am - 7:30 am. If you arrive after 7:30 am, you will need to park, walk your child into school, and sign them in with the secretary.

PreK3, PreK4, & Kindergarten Students and Siblings Morning Drop off and Dismissal Procedures:

- PreK3-K and Siblings: If you have a child in PreK3, PreK4, or K you will use the drop-off and dismissal car line that runs between our upper and lower campuses. You will turn left after the tennis courts and drop off and pick up your PreK3-K child/children along with any of their siblings under the covered area. Parents will stay in their cars. Duty teachers will help to unbuckle students and help them out and into cars. You must exit by turning right by the tennis courts and head back towards West St. Paul Street.

1st-12th Grade Students Car Line Morning Drop-Off Procedures: (same as last year for grades 1-8)

- 1st-12th Students: Parents who only have children in grades 1st-12th will follow our car line behind our school buildings that run alongside our tennis courts and playground that wraps around the front of the lower campus. Continue to the front of the lower campus and drop off students along the overhang. All 1st-12th students will be dropped off at this location. 1st-8th grade students will enter the building through the front doors of the lower school. Upper school students will walk along the sidewalk to the front of the upper school and enter through those front doors. All parents will leave using the middle exit onto Park Avenue (HWY 167). No one will drop off in front of the upper campus due to upper school students pulling into the parking lot to park.



Afternoon Pick-Up

One main change being made to ensure safety of students will be that we will have a staggered afternoon dismissal. Our dismissal procedures will begin at 2:45 pm with our upper school student drivers being dismissed first. This will allow for our student drivers to exit the parking lot safely before our parent carline begins.

Parent carline will begin promptly at 2:55 pm. Please clearly display your child/children's carline tag on your windshield, or have it hanging from your rearview mirror. Students who remain after dismissal will be sent to our after-school program.

PreK3, PreK4, & Kindergarten Students and Sibling Dismissal Procedures will be the same as Morning Drop off.

1st-8th Grade Students Car Line Dismissal Procedures: (same as last year)

- 1st-8th Students: Parents who only have children in grades 1st-8th will follow our car line behind our school buildings that run alongside our tennis courts and playground that wraps around the front of our lower campus. You will pick up your 1st-8th grade child/children along the covered area at a designated cone under the overhang of the lower campus. At this time, you may leave the line using the middle exit onto Park Avenue (HWY 167) or remain in the line that continues to the front of our upper school. To exit, you will continue driving straight and turn left onto West St. Paul Street.

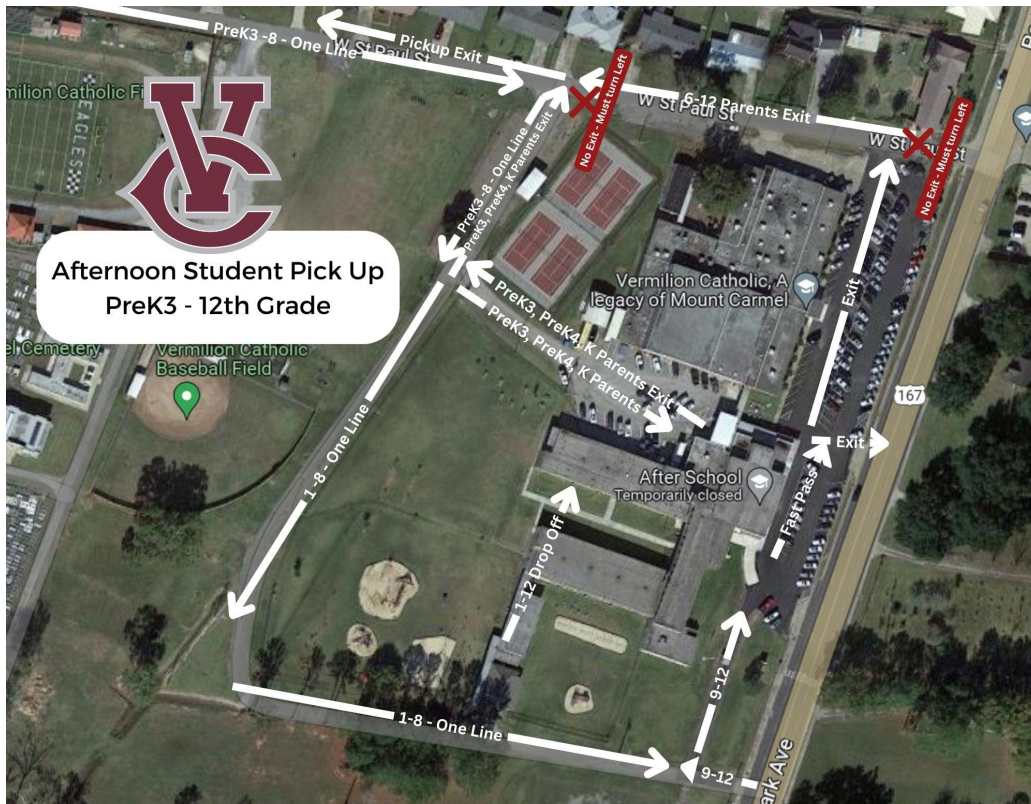
9th - 12th Grade Students Car Line Dismissal Procedures: (In order to use this option, you must arrive no later than 2:45 pm.)

- Parents who only have children in grades 9th-12th will enter the carline from Park Avenue (HWY 167) onto the extension of asphalt drive and turn right in front of the playground that wraps around the front of our lower campus. Once student drivers have exited the parking lot, this line will be pulled forward to the front of our upper school to pick up your child/children. To exit, you will continue driving straight and turn left onto West St. Paul Street.

Students riding home with an Upper School Student, Eagle Bus Riders, Public School Bus, or After School Program Bus Riders:

- For all students who ride home with an upper school sibling, Eagle bus, public school bus, or after-school program bus, there is a separate established procedure for students in this category. Duty teachers will supervise these students as they move to their dismissal locations.

Please find attached a copy of the pickup line map.



***This year at Mayfest we introduced a silent auction item called "Fast Pass." This fast pass allows a parent/guardian/grandparent to bypass the parent drop off/pick up line. The top 5 bidders were given signs to hang on their rearview mirror. Fast pass holders may enter the drop-off/pick-up line from Park Ave at the lower campus entrance. Please allow a fast pass holder to merge into the line.