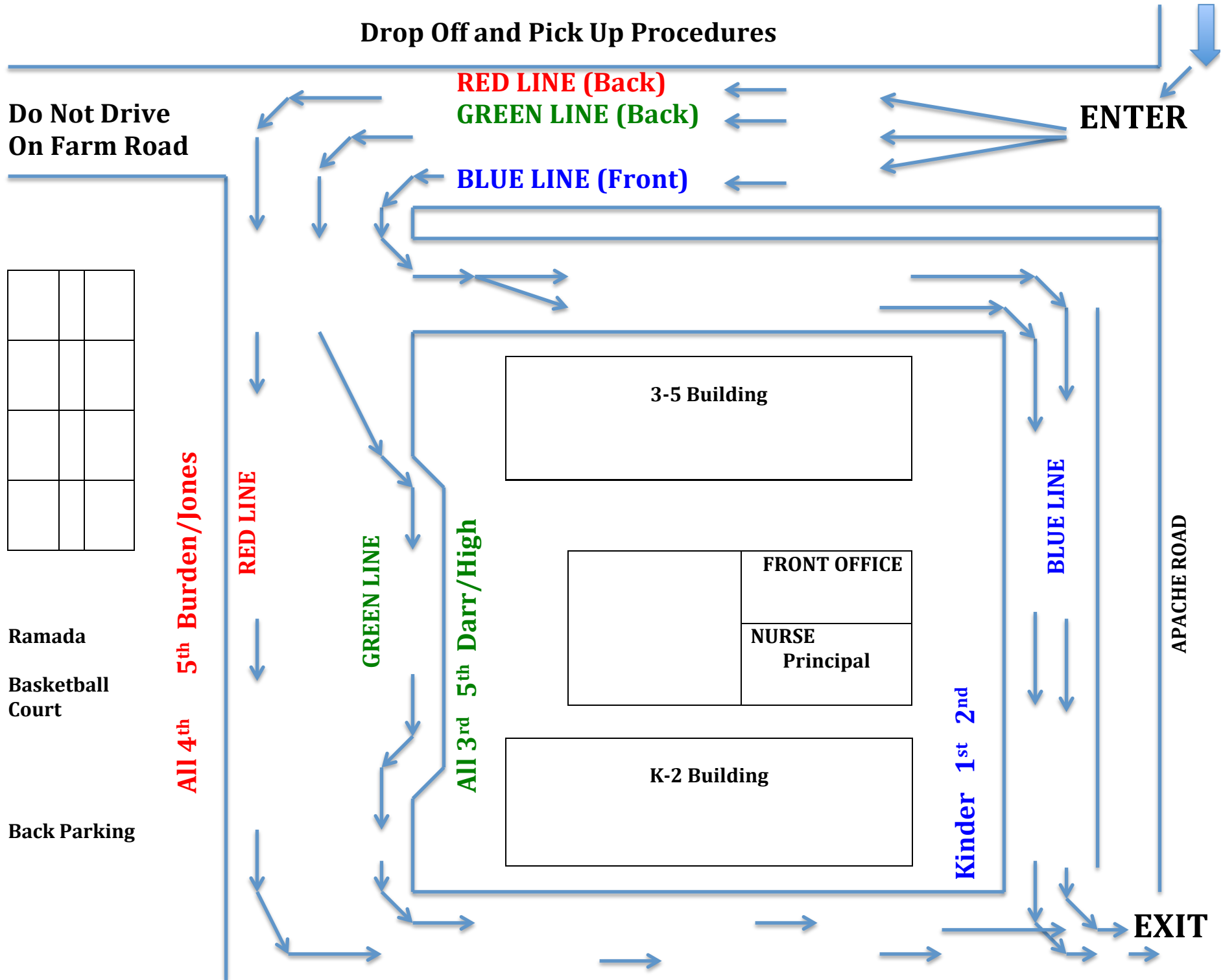


# Drop Off and Pick Up Procedures



## **Drop Off and Pick Up Procedures**

- 1. Please follow the route for the oldest scholar you are picking up. Scholars will be directed to stay with the oldest scholar in their vehicle. This includes Kindergarten scholars.**
- 2. Please follow the traffic flow and always follow staff directions for safety and efficient drop-off/pick-up**
- 3. Please pull forward as far as you can when in the line. Scholars can only be picked up from designated pick up locations.**
- 4. Please have scholars ready to get out and be ready to pick up when you arrive. Small delays add up.**
- 5. Please place an 8.5 x 11 paper in your window with your child's name, grade and Teacher printed clearly to help the pick-up process.**
- 6. Please do not arrive before 4pm to pick-up your scholar. They will not be out before that time. Planning to arrive between 4:05-4:15pm will help traffic flow smoothly.**