

### **Procedures for drop-off are as follows:**

- Vehicles will enter the gate closest to Academy Road and drive on the right side in single file to the covered walkway.
- **No one is authorized to drop-off to the left side of the drive.**
- Students are to exit the vehicle **from the right**, unless a parent is going to get out of the car and assist a student exiting from the left.
- Students then will proceed to the proper destination.
- **If there is a need to park the car and come inside, it is imperative that parents pull past the covered walkway and adjacent sidewalk and park on the right side of the drive.**

### **Procedures for pick-up are as follows:**

- Vehicles will enter the gate closest to Academy Road. Two lines will form. As you make the right turn from where you entered, traffic will merge into one lane. **Please alternate lines as you merge.**
- Vehicles will proceed to the end of the sidewalk at station one. The next four vehicles will follow and stop at next free station.
- Students will not start loading until 2:30 pm.
- Students will remain behind the yellow lines and stations until instructed to load.
- Students should load from the right side of the vehicle if possible.
- Do not pull out and attempt to leave in left lane.
- Driver may leave when car in front moves forward.
- If a child has forgotten something or a teacher needs to speak to a parent, please pull to the 2<sup>nd</sup> visitor's parking sign.
- A vehicle is never to be left parked or running unattended in the pick-up line.
- Students are not allowed to be picked up in the back parking lot unless it is for an event such as athletics or a school related trip.