

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 gate 4, 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 2nd 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.