

# Drop Off and Pick Up Procedures

## Drop Off

Parents are asked to drop their K4-5th grade children off by using the circle at the front of the Campus School doors. **We ask that you pull up to the very end of the circle—even if no one is behind you.** You would be amazed at how quickly people can pull up. Please have your child ready to get out of your vehicle as soon as you come to a stop. Ask your children to have their backpack readily accessible and lunch box in hand as well as hats and mittens on (if possible) during winter months. The goal is to help keep people moving to minimize delay. **We ask that you please do not get out of your vehicle and children get out on the right side for their safety.**

Children arriving between 7:40am and 8am will be guided to their class “waiting area” outside of the school. Safety patrol students and a teacher will supervise and assure their safety until the 8am bell rings and the children are welcomed into the school. Earlier arrivals (between 7:15—7:40am wait in the hallway outside of the office).

Please keep in mind, High School and Middle School parents drop off their children by turning left into the high school parking lot. With the congestion in this area, please take turns allowing parents to turn left from Monroe Street as you are leaving the school. There are also parents who need to take a left from the high school parking lot to drop off their younger children. Again, please try to accommodate them as best you can by taking turns and waving them in.

## Pick Up

While the children are released at 2pm on Mondays, and 2:45pm Tues-Friday, please be aware there will be a car line to wait in. The line for K5-5th starts from the circle and extends all the way up Edgewood College Drive. If you are in a time crunch and hope to get your child someplace immediately following school, you may want to arrive 15-20 minutes early. It takes about 10-15 minutes from dismissal time for all children to get picked up and on their way.

Please keep in mind the following “courtesies” of the pick up line:

1. Do not block intersections (areas where other cars may need to access or turn into).
2. Pull to the far right of Edgewood Campus Drive, other people may need to get in and out of the campus for reasons that are unrelated to pick up.
3. Put your 8 1/2 by 11 “last name” sign on the passenger side front window so the teachers can announce your child’s name.
4. Remind your child to be paying attention when the teachers call their last name so they can quickly get into your car.

5. Please **do not** get out of the car. If you must, you may want to try to arrive at the back of the line.
6. Take advantage of your “wait time” - some parents bring a book, balance the checkbook or just people watch. You may even learn to appreciate a little down time in your day.

### **Middle School Drop Off and Pick Up**

6th—8th grade students are to be only dropped off and picked up at the High School entrance in front of the High School. They enter in the cafeteria doors at the right (not the grand entrance).

If middle school students have younger siblings “down the hill” they can be picked up at the circle below the hill.