

## **DROP OFF AND PICK UP PROCEDURES (2023 - 2024)**

*Dear PCA Families,*

*Our goal is for every student to be dropped off and picked up efficiently and safely. Thank you in advance for reviewing the following guidelines and the attached map:*

### **Guidelines for ALL K-12 Families**

1. Drivers should not exit their cars while in the loop. If you need to get out of the car to open your trunk or assist your child, please park in a designated parking spot.
2. When exiting the west loop, please turn left. When exiting the east loop, please turn right. This keeps our traffic flowing so you can get where you need to be.
3. Please do not park in the loops during an active drop off or dismissal time. If you do not see your child and you are blocking the flow of traffic, you will need to park or go around the loop again.
4. Morning drop off runs most smoothly when parents drop students off rather than parking and walking inside. This also encourages confidence and independence.
5. On purple flag days, all drivers will need to park.

### **Drop Off - Elementary**

Elementary students can be dropped off using either loop.

- **K-2 students** will enter through the glass doors on either side of the church building. Kindergarten students may also enter through the glass door by the cafeteria. As part of our security procedures, we request that parents please not walk their students to their classrooms. Students should be dropped off near the appropriate door and will be welcomed and guided by staff members. If you need to accompany your child past the lobby, please sign in at the desk to receive a visitor badge. We recognize that this will be a change in routine for some families and appreciate your support as we keep students safe.
- **3-6 students** will enter the building at the doors by the play structure. A staff member will be at that door greeting students. These doors will be opened at 7:50 am. If adults need to enter the building, they will need to enter by the flagpole doors, sign in, and receive a visitor badge.
  - a. Drivers using the west loop can drop off students by the play structure or anywhere along the crosswalk linking the two buildings.
  - b. Drivers using the east loop can drop off anywhere along the crosswalk or by the secondary building.
- Any K-6 student needing before school care can be dropped off at the church building beginning at 7:20am. Please do not drop off prior to 7:20 as supervision is not available.

### **Drop Off - Secondary**

- Secondary students may not arrive prior to 7:25.
- Students arriving between 7:25 - 7:40 will use the triple doors to enter the building. Students will be directed to the gym until 7:40, when they will be released to head to their lockers and class.
- Students arriving between 7:40 - 7:50 can enter through any door.
- Students arriving after 7:50 will need to enter through the flagpole doors.
- It will be most convenient to drop off secondary students using the east loop, but either loop can be used.

### **Pick Up - Elementary**

- Kindergarten parents will need to park and retrieve their student from the glass cafeteria door.
- 1-6 parents will use either loop to pick their students up along the crosswalk stretching between the two buildings. Students will be standing with their teachers by grade level from 2:50 - 3:00.
- Parents may be parked in the loop until 2:50. Once pick up begins at 2:50, if you do not see your student and you are in a moving loop, you will need to go around the loop or park. Please do not hold up the loop waiting for your student.
- Do not get out of your car in the loop. If your student needs assistance, you will need to park.
- If you arrive after 3:00, your student will be waiting inside by the office. You will need to park and retrieve your student.
- Students not picked up by 3:15 will be sent to After School Care. The cost for unplanned ASC is \$20/time.

### **Pick Up - Secondary**

- You may pick up your 7-12 students in the east loop between 3:05 - 3:15.
- If you do not see your student, please go around the loop or park. Please do not hold up an active car loop while waiting for your student.

***Thank you for your cooperation! Please refer to the attached map for further information.***