

# CARPOOL DROP-OFF PROCEDURES



## SAFETY IS OUR PRIORITY!

1. You may drop children off as early as 7:00 am and take advantage of the Extended Care program, but there is an additional charge. Regular drop off is between 7:45 am and 8:00 am. School begins at 8:00 am. Children must be dropped off in the gym when arriving between 7:00am and 8:00am. Monday, Tuesday, Thursday, and Friday, we have chapel from 8:00am – 8:15am; if you arrive during that time, the children must be dropped off in the Sanctuary. On Wednesday, chapel is from 8:00am – 8:30am. If you are arriving after chapel time, the children must be escorted by an adult to the 3<sup>rd</sup> floor office to be checked in by school personnel. Children are considered tardy after 8:00am.
2. Enter the lot from Tower Grove Ave. and drive slowly toward the playground.
3. Proceed right toward the carport, stopping underneath the LEFT side of the carport, and let your child out on the LEFT side of your vehicle. If the driver in the front would pull forward as far as possible, 2-3 vehicles can drop off at the same time. The children go to the Gymnasium, where they are supervised, and at 8:00 am, they begin their day.
4. DO NOT get out of line, going around the other cars to leave. Wait until the cars in front of you go, then follow behind them.
5. DO NOT let your child out in the parking lot/before pulling under the carport. This puts your child at risk for injury.
6. If for any reason you need to park, do not let your child out of the car and allow them to cross traffic alone. Either walk them across traffic yourself or proceed to the traffic line to drop them off.
7. IMPORTANT: After 8:00 am, the outside doors will be locked and children will be considered tardy. You MUST enter the building on the Tower Grove side of the building (west lot) and accompany your child to the Sanctuary. After 8:15 am, we will go to the classrooms. If you arrive then, you must accompany your child to the 3<sup>rd</sup> floor door. For safety reasons, we ask that you drop your child off at the appropriate door (Gym, Sanctuary, 3<sup>rd</sup> floor) with CCA staff who will ensure your child makes it safely to their class.

