

## Lower School Arrival and Dismissal Procedures

Please refer to [this PDF of the arrival and departure flow](#) to help in visualizing these directions.

All drivers who are picking up or dropping off Lower School students must enter the campus at the main entrance gate, make an immediate right turn and drive along the curb next to the soccer and softball fields and along the curb.

Only school buses and staff may enter the east drive and lot (near the playground) prior to 4 pm daily.

### Arrival

- Escorting a child into the building (PreK is required to do this.): Park in the main (parent) parking lot and escort the child to the building. Siblings may enter with parents. Only PreK, Kindergarten, and First Grade students may be walked to their locker until Sept. 10. After that, only PreK students may be walked to their class.

OR

- Drop off at the curb: Continue to the far right curb along the softball field, pull along that curb until reaching the semi circle sidewalk area, and allow their students to exit the car at the sidewalk curb. The student will be able to enter the building at the doors near the playground.

By state statute, PreK students may never be dropped off to walk to the building on their own. They must be escorted into their care building by a parent or caregiver.

### Dismissal

All drivers who are picking up or dropping off Lower School students should enter the campus at the main entrance gate, make an immediate right turn and

- Continue to the far right curb along the softball field, pull along that curb until reaching the semi-circle sidewalk area.  
OR
- Park in the main parking lot to meet their child in the [brick walkway area](#) in front of the building. PreK and Kindergarten parents are asked to do this since their children are dismissed a bit earlier than other students. Please do not stand on the front sidewalk area as this blocks the safe passage of older students.

After picking up your child:

To turn left (east) onto Schmidt Lake Rd: Follow the traffic around to the back of the school and exit to turn left.

To turn right (west) onto Schmidt Lake Rd, drive to the main gate and follow the directions of the officer to turn right.

**1. PreK and Kindergarten students** will be dismissed at 3:05 pm. They will be escorted out of the front doors to meet their parents at the [front brick walkway](#) of the building at 3:05 pm.

**2. 1st – 5th Grade students** will be dismissed at 3:15 pm. They will be escorted out of the east doors (playground area). They will then walk around to the front of the building, dismissing to cars waiting along the curb or meeting the parents in the front brick walkway of the building.

Drivers may not exit their cars in the carpool (curb) line at any time.

Please do not stand on the sidewalk area as it creates an unsafe condition for the students walking along the sidewalk with their teachers.

**Later Dismissal**

You may register your child for daily later dismissal (3:30p.m dismissal - pick up by 3:40.) To register, email your child's classroom teacher. Later dismissal is a regular daily option and not a variable day-to-day option. Students in a late dismissal group will be escorted to the front of the building and supervised until they are picked up.

Follow the same procedure as above for entering and driving along the field and curb to the front of the school building.