

Early* Arrival Procedure

*7:45-8:00 a.m. (available for 5K-8th)



Early Car Drop-off:

Early Car Drop-off is only available for grades 5K-8th.

- 1) Enter the school parking lot using the eastern campus entrance.
- 2) Go to the far lane (along the soccer field) to enter the drop-off line.
- 3) Follow traffic to the front of the school building.
- 4) Students can exit their car and enter the gym/cafeteria entrance.
- 5) Students will wait on the gym bleachers under the supervision of our staff until our campus opens at 8:00 a.m., then they will be dismissed to their classrooms. **Respectful and responsible behavior is expected!**
- 6) Cars should exit using the church parking lot exit.

Early Car Drop-off (4K and Below):

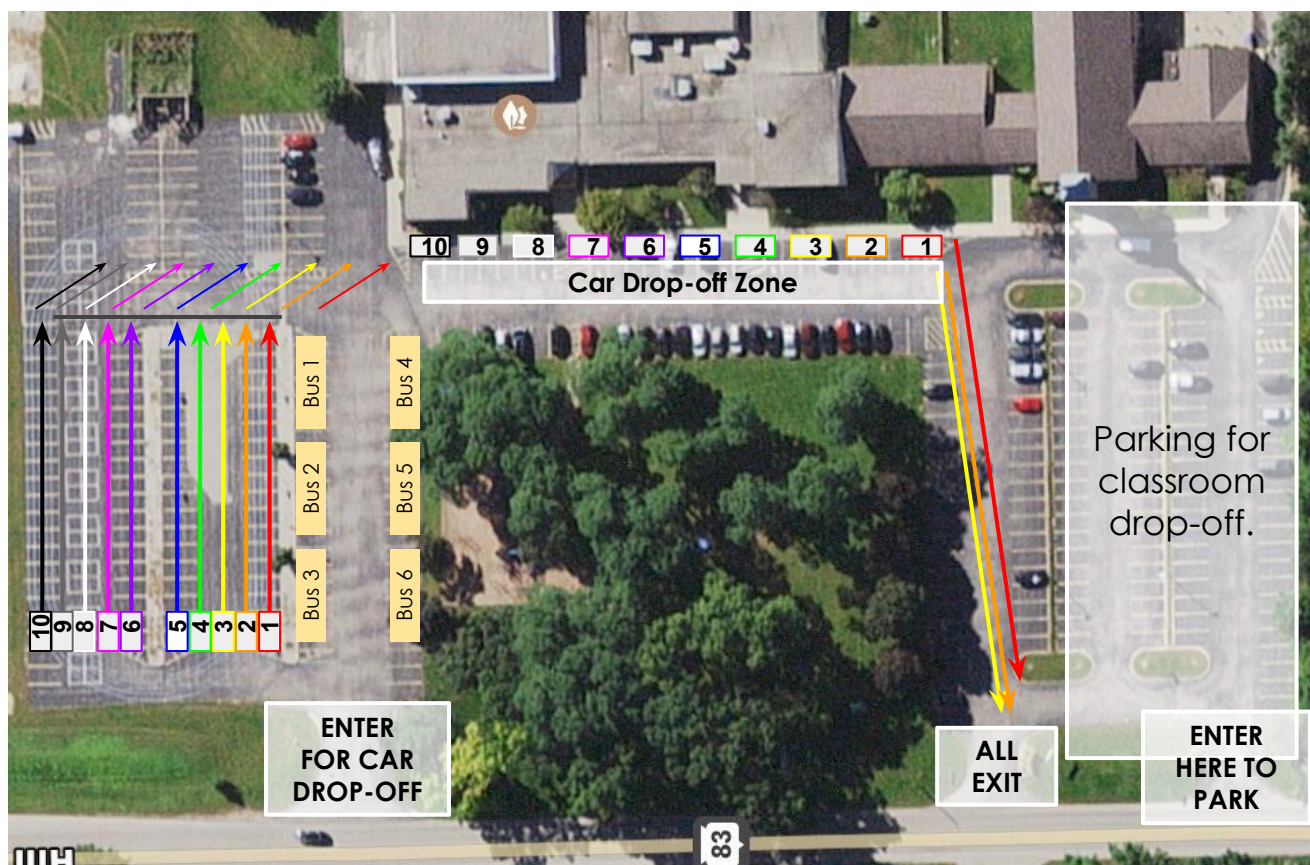
Should you need to drop your child(ren) off early, you need to be enrolled in our before care program (B.A.S.E. Camp). Applications for B.A.S.E. Camp can be found in FastDirect under links. There is a fee for this service.

The convenience drop-off line should be utilized when parents are staying in the car to ensure the line remains efficient. Families are welcome to park in the church parking lot and walk their child(ren) into the building starting at 8:00 a.m. Thank you for following drop-off procedures!

Standard Arrival Procedure

8:00-8:15 a.m. for 5K - 8th Grade

8:00-8:30 a.m. for 4K and below



Classroom Drop-off:

Classroom Drop-off is required for students in 4K and younger. It is optional for grades 5K-8th.

- 1) Enter the church parking lot using the western campus entrance.
- 2) Park in the western parking lot (church parking lot).
- 3) Using the crosswalk, cross from the parking lot to the campus sidewalk.
- 4) Enter the building using one of (3) entrances: gym, main office, or early childhood.
4K and below should use the early childhood entrance (which is closest to the church parking lot).
- 5) Once you return to your car, exit using the church parking lot exit.

Standard Car Drop-off:

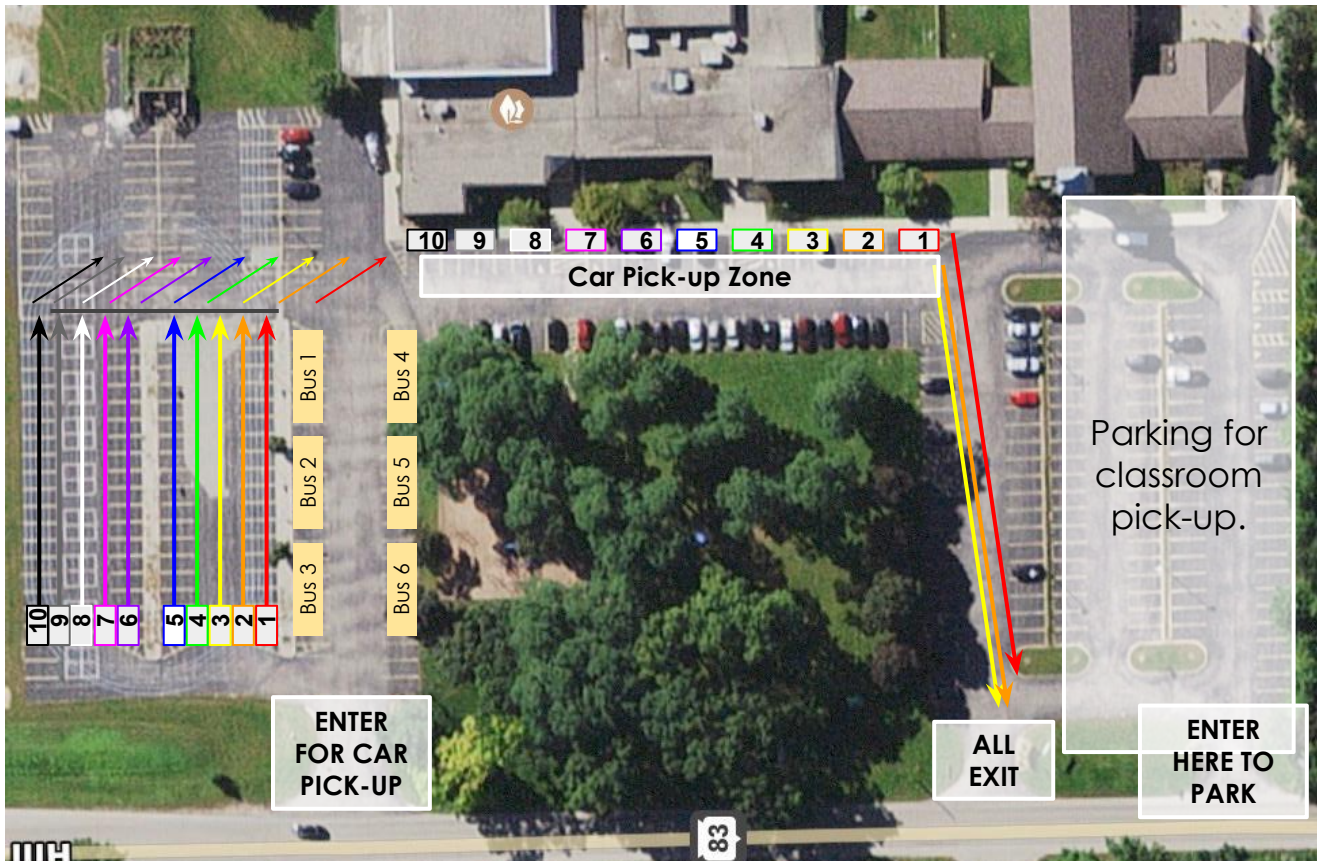
*The convenience line will open at 8:00 a.m. Remember, cars may **not** back up onto HWY 83.*

- 1) Enter the parking lot using the eastern entrance (gym side).
- 2) Enter the convenience line.
- 3) Starting at 8:00 a.m., a staff member will direct the first car in each line (ten cars total) to the front of the school building.
- 6) Children should exit promptly to prevent the line from backing up. Students may enter using (3) entrances: gym, main office, or early childhood.
- 7) Please remain in front of the school building until all ten cars are ready. When all ten cars are loaded, a staff member will direct those cars to exit the parking lot, and ten more cars will be sent to the front of the school for children to load.

**The convenience drop-off line should be utilized when parents are staying in the car to ensure the line remains efficient. Families are welcome to park in the church parking lot and walk their child(ren) into the building starting at 8:00 a.m. Thank you for following drop-off procedures!*

Dismissal Procedure

3:30-3:45 p.m.



Classroom Pick-up (required for 4K and younger):

- 1) Enter the church parking lot using the western campus entrance.
- 2) Park in the western parking lot (church parking lot).
- 3) Starting at 3:30 p.m., walk to your child's designated dismissal location/door.
- 4) After picking up your child, walk back to your car using the crosswalk and exit the parking lot.

Car Pick-up:

*The convenience line will open at 3:10 p.m. If you are early, park in the church parking lot until the line opens. **Remember, cars may not back up onto HWY 83 or park on the neighboring streets.** Some families may need to pick up in both locations depending on the age of their children.*

- 1) Please display your family's last name placard on the driver side dashboard. If you are picking up another family, make sure you have their last name placard also.
- 2) Enter the parking lot using the eastern entrance (gym side).
- 3) Enter the convenience line. If you are the first car in your line, please do not pass the end of the median.
- 4) Starting at 3:30 p.m., a staff member will direct the first car in each line (ten cars total) to the front of the school building.
- 5) Your child(ren) will meet you at your car when you are in the front of the building. Children should load promptly to prevent the line from backing up. Please remain in front of the school building until all ten cars are ready. When all ten cars are loaded, a staff member will direct those cars to exit the parking lot, and ten more cars will be sent to the front of the school for children to load.

The convenience drop-off line should be utilized when parents are staying in the car to ensure the line remains efficient. Families are welcome to park in the church parking lot and walk into the building to pick up their student(s) starting at 3:30 p.m. Thank you for following drop-off procedures!

Arrival & Dismissal Procedure

Early Childhood (4K and Below)



Early Drop-off:

7:00-8:00 a.m.

Should you need to drop your child(ren) off early, you need to be enrolled in our before care program (B.A.S.E. Camp). Applications for B.A.S.E. Camp can be found in FastDirect under links. There is a fee for this service.

Classroom Drop-off:

8:00-8:30 a.m.

- 1) Enter the church parking lot using the western campus entrance.
- 2) Park in the western parking lot (church parking lot).
- 3) Using the crosswalk, cross from the parking lot to the campus sidewalk.
- 4) Enter the building using one the early childhood entrance (which is the entrance closest to the church parking lot).
- 5) Once you return to your car, exit using the church parking lot exit.

Classroom Pick-up:

3:30-3:45 p.m.

- 1) Enter the church parking lot using the western campus entrance.
- 2) Park in the western parking lot (church parking lot).
- 3) Starting at 3:30 p.m., students may be picked up in their classroom.
- 4) After picking up your child, walk back to your car using the crosswalk and exit the parking lot.