

## **Drop Off and Pick Up Procedure**

We use a staggered drop off and pick-up procedure. SPA students in grades K-4 can be dropped off beginning at 8:15 on the East side of the building. Cars may enter off Northwest Avenue, turn into the playground, drop off or pick-up their child, and exit toward the front of the building. Students in grade 5 should be dropped off at the portables and proceed to their classrooms. They need to be in class and ready to go at 8:30. SPA students in grades 6-10 should be dropped off at the portables beginning at 7:45 and need to be in class and ready to go at 8:00.

Students in grade 5 should be picked up at 3:15 in front of the portables. Students in K-4 will be released through the east door of the playground. These students will be picked up on the East side of the building and again exit toward the front of the building. If parents wish to enter the building, they may park in front or back of the building in the designated spots, but not in the playground area. Parents are expected to follow the city imposed traffic guidelines.

Kindergarten  
Released at 2:30

First Grade  
Released at 2:40

Second Grade  
Released at 2:50

Third Grade  
Released at 3:00

Fourth and Fifth Grade  
Released at 3:15

SPA - Sixth – Tenth Grade  
Released at 3:00

Students will be released promptly at their appointed times; teachers will remain with students for 10 minutes after the appointed time. Students must be picked up promptly as teachers often have planning meetings for their next day. If you miss your appointed time please reenter the traffic pattern and drive through for pick-up again or park in the designated parking spots and enter through the front entrance to the school to pick-up your child.

Parents picking up children from different classes are permitted to pick the younger child(ren) up at the time the oldest child(ren) is picked up. These siblings will go to sibling care until their oldest sibling is released for pick-up. Parents will not be charged for this supervised care.