

AM Student Drop off (Pre-K - 5 Students): Student drop off will remain much the same. The drop off time will be from 7:10-7:38 in the back of the school for all Pre-K - 5 students. (See next section Head Start student information). Please turn right off of Cork Road (**entering only from the north as left-hand turns from the south are not permitted and U-Turns around the cones on the street are illegal and subject to fines from HCSO**) onto the road next to the red brick building (not the church's parking lot). Follow the signs to the designated area. Please **do not drive or park** on the bus ramp that is parallel to Cork Road. ONLY buses are allowed on the ramp in front of the school. After 7:38, cars will be directed to the loop in front of the main office. Students will need to remain in the car and wait for a staff member to assist with the tardy process. This could be a very lengthy process, so please make every effort to be on time. **Parents are not allowed to park and walk their child up to the school or to class. Parents, you must remain in the car at all times. This will increase the amount of time in the car line, so please make note of this change and plan your morning accordingly so that you will not be late.** Also, we ask that you work with your child to make sure they have their backpacks ready to go and can open the car door as we will not be able to assist with getting them out of the car.

AM Student Drop off (Head Start): Head Start students will be dropped off on the bus ramp. Please wait for all buses to depart before pulling up to the bus ramp to drop off your child to his/her teacher.

PM Student Pick up (Pre-K - 5): Drivers must pull up to the farthest car loader available. Do not stop where you see your child. They will be directed to the appropriate position for loading. Please pull forward close to the vehicle in front of you while waiting. Generally, on the first few days of school, our car line will take a long time as everyone learns the procedure. After the first week, it usually gets much quicker and we will finish by 2:10.

As in the morning, parents must remain in their cars and go through the pick-up line to get their child. No one may walk up and pick up their child during active dismissal.

Please note that a student's mode of transportation home should remain the same daily, but if an emergency arises, a written note is required for a change to be made. If you need to pick up your child early, you must sign him/her out through the office prior to 1:30 Tuesday through Friday and prior to 12:30 on Mondays. If you are picking your child up early, please walk up and buzz the main office. This will require that you present a photo I.D. We will bring the sign-out slip to you and ask you to wait outside while we get your child from class.

PM Student Pick Up (Head Start): Head Start students will be picked up on the bus ramp after the buses depart beginning around 2:15. **Again, parents, no one may walk up to pick up a child. You must remain in the car line.**