

2022-2023 DROP-OFF & PICK-UP PROCEDURES

Safety during drop-off and pick-up is our first priority and we rely on everyone in our community to be familiar with the procedures, remain alert when arriving to and departing from campus, and follow the guidance of our traffic monitors.

All families received two (2) car tags with their family name to be displayed during dismissal. **If you need a new car tag or more than the two provided, please request them [here](#).**

ARRIVAL / DROP-OFF

Middle School starts at 8:15 AM. Classroom doors open at 8:00 AM.

Lower School starts at 8:30 AM. Classroom doors open at 8:20 AM.

Please do not arrive prior to the time the door is scheduled to open. Families may choose to utilize our Before Care program prior to the start of the school day. Students who arrive before 8:00 AM (middle school) and 8:20 AM (lower school) respectively will be sent to Before Care and fees may apply.

Preschool & Junior Kindergarten

- Parents should park and walk their student to the classroom door in the plaza where a teacher will greet them.

Kindergarten

- Parents should enter the drop-off line from Plum Grove Rd, using the alleyway behind the plaza to form a line. Under the direction of the traffic monitors, parents will follow the line of cars to pull up in front of the main building for drop off. Parents are advised to remain in their vehicle, put the car in park, and the student will be directed to enter the building using the main entrance (Door 1) **after 8:20 AM**.

Grades 1-5

- Parents should enter the drop-off line from Plum Grove Rd, using the alleyway behind the plaza to form a line. Under the direction of the traffic monitors, parents will follow the line of cars to pull up in front of the main building for drop off. Parents are advised to remain in their vehicle, put the car in park, and the student will be directed to enter the building using the main entrance (Door 1) **after 8:20 AM**.

Grades 6-8

- Parents should enter the drop-off line from Plum Grove Rd, using the alleyway behind the plaza to form a line. Under the direction of the traffic monitors, parents will follow the line of cars to pull up in front of the main building for drop off. Parents are advised to remain in their vehicle, put the car in park, and the student will be directed to enter the building using the main entrance (Door 1) **after 8:00 AM**.
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DISMISSAL / PICK-UP

Dismissal will begin at 3:30 PM for K-8. Families in Preschool and Junior Kindergarten should check with their teacher about dismissal times. Students not picked up during dismissal will be sent to Quest Academy's After Care program. After Care fees will begin accruing after a 10 minute grace period. Students will not be permitted to wait in the lobby if their ride is running late; parents should not instruct them to do so.

Preschool & Junior Kindergarten

- Parents should park and meet their student at the classroom door in the plaza where a teacher will greet them.

Kindergarten & Grades 1-5

- Dismissal will begin at 3:30 PM.

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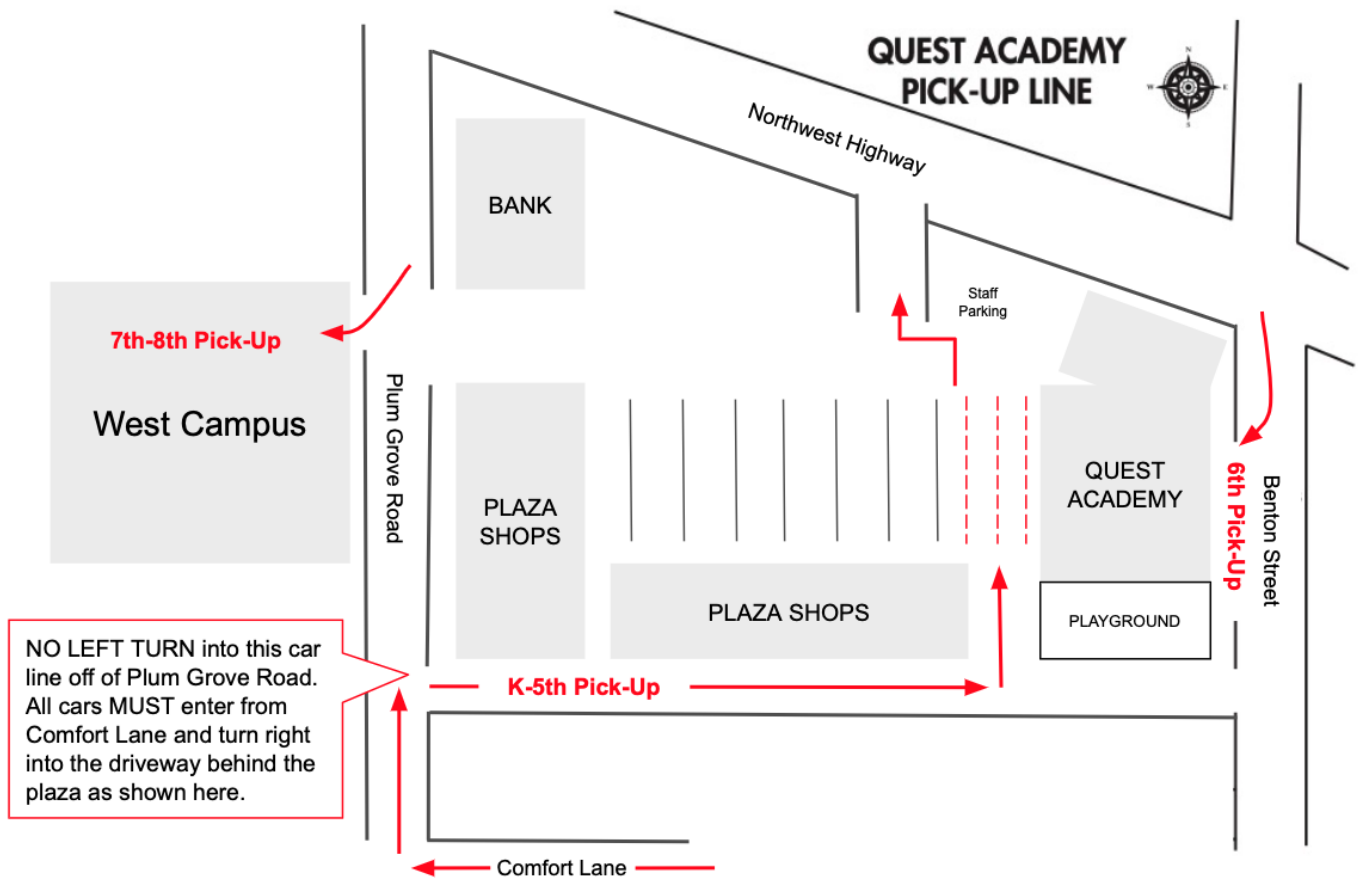
- Parents should enter the drop-off line from Plum Grove Rd, using the alleyway behind the plaza to form one line. As the line forms, please line up around the corner on Comfort Lane, being mindful of traffic on neighborhood streets. Do not block driveways when in the vicinity and proceed forward promptly when directed.
- Cars should display the carpool tag as they approach the end of the plaza alley so that the traffic monitor can clearly see the name.
- Cars will be directed to form three rows in front of the main school entrance, place their car in the “park” position, and wait for their student to exit the building. For safety, please do not get out of the car. Traffic monitors will assist as needed.
- **Note: if a student in grades 3-5 has a sibling in 6th grade only, they will exit the building using the “Grade 6” process below.**

Grade 6

- Dismissal will begin at 3:30 PM.
- Parents should form a line at the **Benton Street** entrance, place their car in the “park” position, and wait for their student to exit the building. For safety, please do not get out of the car. Traffic monitors will assist as needed. To ensure that cars do not back up onto Northwest Hwy, please pull all the way up to load and move swiftly to make room for arriving cars.
- If no spaces are available, parents should circle the block to avoid disrupting traffic flow.

Grades 7-8

- Students will be dismissed from **West Campus**. Parents should enter the West Campus parking lot off of Plum Grove Road and their student will be dismissed from there. For safety, please do not get out of the car. Traffic monitors will assist as needed.
- **Note: If your 7th/8th grade student has a sibling in a younger grade, the 7th/8th grade student will be dismissed from the main building with their younger sibling.** Please use the processes listed above for “Kindergarten & Grades 1-5”.



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