

Lower School Drop-off & Pick-up Procedures

Drop-off: School begins at 8:00 a.m. Parents will drop off their child no earlier than 7:50 a.m. at the Lower School unless using the Stay-and-Play program, which begins at 7 a.m. Please register on the website for the Stay and Play program. The Stay and Play program will only use the main door (western door, door L1) to the Lower School. Stay and Play will be held in the Music Room and/or the gym.

Drop-off occurs in one of two ways: 1. Drop-off Lanes: Please use only the interior lane (closest to the east side of the building, at door L4). At 7:50, the door unlocks for families and students. A faculty member will greet your child at the door. Please have your child exit the car quickly. Do not park in the drop-off lane. If your child needs help, please park and walk your child to the door. Children should be able to exit the vehicle independently, so the drop off/pick up lanes are for children in SK-4th grade, unless there are older siblings.. Please do not try to move in front of another car dropping off; when everyone is patient, the line will move quickly. We want everyone to be safe. 2. You may park in the parking lots and bring your child into either the main/western entrance, the side entrance near the Pre-Primary wing, or the eastern entrance.

This is a gentle reminder that children will separate more easily with a loving and quick goodbye. It is true when we say they will be fine in minutes; they are happy and playing within moments of your departure.

Pick-Up

Pick-up is at noon for half-day JK3 and JK4, 3:05 for pre-primary students, and 3:15 for 1st through 4th. Half-day students must be picked up at their classrooms and parents must enter through the pre-primary entrance or main western entrance, no earlier than 11:50 a.m.

Pick Up at 3:05 (pre-primary) and 3:15 (primary) occurs in one of two ways: 1. Please use both sides of the pick-up lane (closest to the east side of the building, at door L4). At 3:05, the doors unlock for families. A faculty member will help reunite students with their parents in cars. Please have your child enter the car quickly. Do not park in the

pick-up lane. If your child needs help, please park and walk to receive your child. Children should be able to enter the vehicle independently and buckle their seat belts. Please be mindful of which lane to use based on which side of the car your child enters. Please do not try to move in front of another vehicle when leaving; when everyone is patient, the line will move quickly. We want everyone to be safe. 2. You may park in the parking lots and pick up your child at either the main/western entrance or the eastern entrance. Should children be signed up for the evening Stay and Play, they will be walked to the Stay and Play room. Please pick up promptly at 3:05 or 3:15; any children still at school will be walked to the stay-and-play room and parents will be charged for care. Please note; if you have preprimary and primary students, please do not wait in the primary pod area (Ipod) as class is still being held. We ask for everyone's cooperation to protect learning time.