



WHERE *Brilliance* BEGINS

Lower School Pick-Up Routine

Dismissal Times

Preprimary Half Day: 12 p.m.

Preprimary Full Day: 3 p.m.

Primary: 3:10 p.m.

Preprimary Half Day

- Students are dismissed from the JK3-JK4 Rooms at 12 p.m.
- Parents can choose to park behind the Fine Arts building, behind the Lower School Gym or alongside the Michels Campus Green and enter the Lower School using the main entrance by the office.
- Parents can choose to exit the building using the Primary Pod doors or the main entrance by the office.

Preprimary Full Day

- Students are dismissed from the Primary Pod at 3 p.m.
- Parents can choose to park behind the Fine Arts building, behind the Lower School Gym or alongside the Michels Campus Green and enter the Lower School using the main entrance by the office.
- If a Preprimary student has a sibling who will be picked up from the Intermediate Pod, then parents can choose to have the youngest child join the oldest one. JK3, JK4 and SK teachers will walk the students and have them join their siblings.
- Parents can choose to exit the building using the Primary Pod doors or the main entrance by the office.

Primary

- Intermediate Pod doors are unlocked at 3:10 p.m.
- Parents who arrive prior to 3:10 p.m. should use the main entrance by the Lower School office.
- Students are dismissed from the Intermediate Pod at 3:10 p.m.
- Parents can choose to park across from the Intermediate Pod doors or to use the pick-up lane.
- When using the pick-up lane, please help the flow by:
 1. Putting your sign with the family name on your dashboard
 2. Using both pick-up lines
 3. Reminding others who are picking up for you of the procedure

- Teachers will call students using walkie-talkies and will help them get to the car safely.
- If families have reasons they might need or want a bit more time, we ask that they park in designated parking areas only. This allows families to take the time they need and makes things quicker for those that want to pick up and go.
- Please DO NOT PARK in the pick-up line.
- If your child needs assistance with a car seat, then we recommend that you park the car instead of using the pick-up line.
- Both Pod doors are locked during school hours. If parents need to enter the building during this time, they should use the main entrance by the Lower School office.

Stay and Play

- Students will be picked up from the Stay-and-Play room in the Primary Pod.
- Use main doors for pick-up prior to 4 p.m. and the Primary Pod doors between 4 - 6 p.m.
- When Stay-and-Play teachers have the kids participate in activities in other areas of the campus, a sign will be posted at the door.

For last minute changes, please call the Lower School office at 262-367-6502.



- Manegold Lower School main entrance
- 🚗 Recommended parking
- Lower School pick-up line
- ★ Start of the pick-up line
- ➡ Please use both lanes.