



## ARTHUR CHRISTIAN SCHOOL

### DROP-OFF/PICK-UP PROCEDURES

In order to keep things moving in an orderly fashion and to keep your children safe, please follow these procedures for dropping off and picking up your children at ACS. Our main concern is the safety of your children. Please partner with us in following these drop-off and pick-up expectations.

#### **PreK & Building Enter Drop-Off/Pick-Up**

- Maintain a speed of no greater than 5 MPH while entering/exiting and driving in the ACS parking lot.
- Upon entering the parking lot, continue straight (south). Take a right (west) into the Pre-K & Parking Zone to park (*see graphic*).
- After finding a parking space, enter the school building and proceed to the PreK area to check in/check out your PreK student.
- Use caution when crossing the K-12 Loading Zone Lane (lane parallel to the sidewalk directly in front of the ACS building).

#### **K-12 Drop-Off/Pick-Up**

- Maintain a speed of no greater than 5 MPH while entering/exiting and driving in the ACS parking lot.
- Upon entering the parking lot, take an immediate right (west) towards the sidewalk then left (south) into the Loading Zone Lane (lane parallel to the sidewalk directly in front of the ACS building).
- For Drop-off
  - o Drive parallel to the sidewalk and drop off at the front entrance
  - o Drive forward as far as possible next to the sidewalk for drop-off
  - o Students unload from the PASSENGER SIDE of the vehicle
- For Pick-up (*see graphic*)
  - o The loading zone lane snakes through the parking lot as seen in the pick-up graphic.
  - o Make sure your Mirror Hanger with your family's specific number is clearly displayed upon entering the Loading Zone Lane.
  - o Keep pulling forward and fill in all gaps in the Loading Zone Lane. This is important to keep the line moving efficiently.
  - o Drive forward as far as possible towards the pick-up line stop on the south side of the parking lot (*see graphic*).
  - o Students load from the PASSENGER SIDE of the vehicle.
  - o Have all school materials ready upon exiting the school building.
  - o Driver **MUST** remain in the vehicle at all times. **NO PARKING** in the Loading Zone Lane.
  - o No trunk unloading/loading.
- Once your child has been dropped off/picked up, exit parking lot by continuing in the Loading Zone Lane towards the east side of the parking lot and turn left along the east perimeter circling back towards the entrance/exit (*see graphic*).

#### **Parking (PreK Drop Off/Pick Up, Parent/Driver Entering School Building, Trunk Loading/Unloading, etc.)**

- Continue straight (south) into the parking lot, turn right (west) into aisle and park. Exit to the east.

CURBIDE PICK-UP

PRE-K & PARKING PICK-UP

