



ARTHUR CHRISTIAN SCHOOL

DROP-OFF/PICK-UP PROCEDURES

Updated 8/12/24

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. While we recognize the need to make this quick and efficient, that will always be secondary to safety. 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 parking areas (*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 School Zone Lane (lane parallel to the sidewalk directly in front of the ACS buildings).

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).
- For Drop-off
 - o Proceed directly to the School Zone Lane (lane parallel to the sidewalk directly in front of the school building).
 - 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.
 - o If drop off line extends beyond the north end of the school in the School Zone Lane, form a line along the property line as outlined by the red arrows in the attached graphic.
 - o If drop off line extends to the main entrance of the school, please enter the parking lot and follow the "PreK & Building Enter Drop-Off" procedures as outlined above
- For Pick-up
 - o Upon taking an immediate right (west) as you enter the property, proceed along the property line as outlined by red arrows in the attached graphic.
 - o Make sure your Mirror Hanger with your family's specific number is clearly displayed upon entering the School 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 east edge of the New Building addition (*see graphic*).
 - o Students load from the PASSENGER SIDE of the vehicle.
 - o Students should have all school materials ready upon exiting the school building.
 - o Driver MUST remain in the vehicle at all times. NO PARKING in the School Zone Lane.
 - o No trunk unloading/loading.
 - o If pick-up line has backed up to the entrance, please enter the parking lot and follow the "PreK & Building Enter Pick-Up" Procedures outlined above.
- Once your child has been dropped off/picked up, exit parking lot by continuing towards the east side of the parking lot and turn left along the east perimeter circling back towards the entrance/exit (*see graphic*). You may exit through the house property past the Barn (*see graphic*) if heading east (towards Arthur). Please maintain a speed of 5 MPH at all times including when exiting through the house property as children may be outside of the house property as well.



