HARFORD CHRISTIAN SCHOOL

Traffic Instructions

2026-2027

Harford Christian School exists to serve families by offering academic excellence within a Christian worldview, all to the glory of God.

A ministry of Reformation Bible Church

Traffic Instructions to HCS School Family for 2026-2027

This document contains a section for arrival/drop-off instructions and a section for dismissal/pick-up instructions. YOU DO NOT NEED TO READ AND ABSORB THIS ENTIRE DOCUMENT. For vehicles coming onto campus for arrival/drop-off in the AM – find the "Arrival Category" that describes you in pages 2-9, turn to that page, and follow those instructions. For vehicles coming onto campus for pick-up/dismissal in the PM – find the "Dismissal Category" that describes you in pages 11-18, turn to that page, and follow those instructions. Please contact Bryan Wilson at bwilson@harfordchristian.org if you have any questions.

Arrival Categories for 2026-2027 (Dismissal categories begin on page 10)

Please select the category below that applies to your arrival/drop-off transportation context. Turn to that category page for instructions and a visual guide for traffic flow.

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Arrival Traffic Rules for Everyone All the Time

- Observe campus speed limit of no more than **10 MPH.**
- Direction on the traffic circle should always move counter-clockwise.
- On the traffic circle, students should always disembark from passenger or right side of vehicle. Please arrange for children's car seats to be on the passenger side for kindergarten building drop-off.
- On the traffic circle, **you may carefully pass on the left** - cars and vans that are stopped at the curb. **Do not pass** buses whose red lights are flashing.
- ALWAYS STOP and NEVER pass a school bus whose red lights are blinking unless traffic personnel indicates otherwise. If a bus is unloading elementary students at elementary drop-off space, it is acceptable for cars to enter onto the traffic circle **from the elementary car line**.
- At the high school for AM arrival, vehicles always enter the main entrance (traffic circle), proceed up the hill, and exit out the south entrance. **NO south entrance entry** during arrival/dismissal. One-way traffic ONLY during arrival and dismissal.
- General Arrival Times (PLEASE CAREFULLY FOLLOW THESE ARRIVAL TIMES)
    - Kindergarten-Only Building (kindergarten and 5th grade students) from 7:55 AM until 8:05 AM
    - School buses and vans to all buildings from 8:05 AM until 8:15 AM
    - Student drivers from 8:05-8:15 AM
    - All other from 8:15-8:25 AM (multiple building drop-off of students)
    - Kindergarten midday pick-up from AM instruction from 11:30-11:45

Category #1 – AM Kindergarten Only Drop-off (K-4, K-5, and 5th Grade Students)

AM Drop-off for Instruction:

- Time your arrival for **earliest 7:55 AM and latest 8:05 AM**. If you arrive after 8:05 AM please park in Middle Parking Lot above the kindergarten building and walk your student down to the building.
- Enter the Main Entrance and proceed onto the traffic circle.
- As you approach the curb for drop-off, **pull up as far forward as possible** (especially 5th grade families), allowing room for those behind you to pull alongside of curb.
- All students disembark from the passenger side (curbside) of the vehicle. Staff will be available to assist K-4 and K-5 students from the vehicle.
- When your student is clear and on their way, please carefully exit around the circle and back out the Main Entrance.
- If for any reason, you need to delay or if you need to get out of your vehicle, please proceed to the Middle Parking Lot above the kindergarten building to park and walk your student down to the building. **It is very important that traffic on the traffic circle be steadily and efficiently moving.**

Midday Pick-Up Time from AM Instruction:

- If picking up a student from AM Instruction, arrive **earliest 11:30 and latest 11:45 noon**.
- Enter the Main Entrance and proceed onto the traffic circle.
- As you approach the curb for pick-up, **pull up as far forward as possible**, allowing room for those behind you to pull alongside of curb.
- All students board the passenger side (curbside) of the vehicle.
- When your student is safely inside your vehicle, please carefully exit around the circle and back out the Main Entrance.
- Vehicles MAY NOT enter or use the parking area behind the church/elementary building (below the kindergarten sidewalk. This is a walking and play area used by elementary students. Cones are in place near the crosswalk to designate “no car traffic.”

Category #2 – AM Elementary Only Drop-off
(1st, 2nd, 3rd, and 4th Grade Students)

- Time your arrival for **earliest 8:10 AM and latest 8:25 AM**. **If you arrive before 8:10 AM, you should remain in one of three lanes and your students should remain in your vehicle until traffic personnel indicate that they may enter the building**.
- Enter the North Entrance and form three lanes as you approach the building entrance. These will be indicated with traffic cones to start the year. **Parents who drop off at the elementary and kindergarten buildings will enter and stay in the far right lane**, which will position them at the curb of the kindergarten.
- Traffic personnel will be supervising and controlling all three lanes of traffic **beginning at 8:10 AM**.
- **Only the first 6 vehicles** (1st two in each of the three lanes) will release students from their vehicles. To prevent bottlenecking at the traffic circle, traffic personnel will release "through traffic" (left two lanes that are not stopping at the kindergarten) first, then the far right lane.
- All students should disembark from the driver's (elementary-side) of the vehicle. Please have students ready to exit your vehicle before reaching the point of drop-off.
- Traffic personnel will signal when it is ok to proceed forward after students from all 6 vehicles are clear.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the North Parking Lot before entering the car line and walk your student up to the entrance not before 8:10 AM**. YOU MAY NOT EXIT FROM THE NORTH ENTRANCE!** Traffic is one-way during AM arrival and all cars entering the north entrance must flow out either the main or south exit.
- After traffic personnel have signaled that it is ok to proceed forward, merge back into one lane as you enter the traffic circle.
- It is permissible to proceed around the traffic circle in the left lane when vehicles are stopped at the kindergarten curb, **but do not pass school buses whose red lights are flashing**.
- Proceed around the traffic circle and depart via the Main Entrance.

Category #3 – AM High School Only Drop-off (6th through 12th Grade Students)

- Time your arrival for **earliest 8:15 AM and latest 8:25 AM**. **DO NOT ARRIVE BEFORE 8:15 AM!** This will be interfering with school bus/van drop-off times and car student arrival.
- **NO AM Arrival traffic may enter the south entrance**. This entrance will be a one-way exit during morning arrival.
- Enter the Main Entrance and proceed around the traffic circle in a counter-clockwise direction and proceed up the hill to the high school drop-off areas. You may take one of two paths for drop-off. Either to the right and under the bus canopy for drop-off or to the left of the bus canopy for drop-off. Both pathways are ONE-LANE and ONE-WAY - - not two lanes.
- If dropping off students under the bus canopy, have your student disembark from the passenger side of the vehicle. Please be aware that others students are being dropped off to your left and may be crossing into the building near or in front of your vehicle. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your left.
- If dropping off students outside (to the left) of the bus canopy, have your student disembark from the passenger side of the vehicle. Students should proceed carefully across the other lane of traffic that is dropping students off under the bus canopy. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your right.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the High School Parking area. **It is very important that traffic be steadily and efficiently moving.**

Category #4 – AM Elementary and Kindergarten Drop-off

- Time your arrival for **earliest 8:10 AM and latest 8:25 AM**. If you arrive before 8:10 AM, your students should remain in your vehicle until traffic personnel indicate that they may enter the building.
- Enter the North Entrance and form three lanes as you approach the building entrance. Lanes will be indicated with traffic cones to start the year. **Parents who drop off at the elementary and kindergarten buildings will enter the far right lane**, which will position them for kindergarten curb.
- Traffic personnel will supervise all three lanes of traffic beginning at 8:10 AM.
- Only the first 6 vehicles (1st two in each of the three lanes) will release students from their vehicles
- All students should disembark from the driver's elementary side of the vehicle. Please have your student ready to exit your vehicle before reaching the drop-off point.
- Traffic personnel will signal that it is ok to proceed forward when students from all six vehicles are clear. To prevent bottlenecking at the traffic circle, traffic personnel will release "through traffic" (left two lanes that are not stopping at the kindergarten) first. Cars dropping off students at the kindergarten building should use the right lane and will be released after the two left lanes.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the North Parking Lot before entering the car line and walk your student up to the entrance, but not before 8:10 AM. **It is very important that traffic be steadily and efficiently moving.**
- After traffic personnel have signaled that it is ok to proceed forward, merge back into one lane as you enter the traffic circle. Additional personnel will be supervising the traffic circle.
- Proceed onto the traffic circle and as you approach the curb for drop-off, **pull up as far forward as possible** (especially for 5th graders), allowing room for those behind you to pull alongside of curb.
- All students disembark from the passenger side (curbside) of the vehicle. Staff are available to assist K-4 and K-5 students from the vehicle.
- When your student is clear and on their way, please carefully exit around the circle and back out the main entrance.
- If for any reason, you need to delay or if you need to get out of your vehicle, please proceed to the Middle Parking Lot above the kindergarten building to park and walk your student down to the building. It is very important that traffic on the traffic circle be steadily and efficiently moving.

Category #5 – AM Kindergarten and High School Drop-off

- Time your arrival for **earliest 8:15 AM and latest 8:25 AM**. If you arrive before 8:15 AM, you will be interfering with school bus/van drop-off times.
- Enter the main central entrance and proceed onto the traffic circle.
- As you approach the curb for drop-off, **pull up as far forward as possible** (especially 5th grade families), allowing room for those behind you to pull alongside of curb.
- All students disembark from the passenger side (curbside) of the vehicle. Staff will assist K-4 and K-5 students from the vehicle.
- When your student is clear and on their way, please carefully exit around the circle and up to the high school.
- If for any reason, you need to delay or if you need to get out of your vehicle, please proceed to the Middle Parking Lot above the kindergarten building to park and walk your student down to the building. **It is very important that traffic on the traffic circle be steadily and efficiently moving.**
- At the high school you may take one of two paths for drop-off. Either to the right and under the bus canopy for drop-off or to the left of the bus canopy for drop-off. Both pathways are ONE-LANE and ONE-WAY - - not two lanes.
- If dropping off students under the bus canopy, have your student disembark from the passenger side of the vehicle. Please be aware that others students are being dropped off to your left and may be crossing into the building near or in front of your vehicle. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your left.
- If dropping off outside (to the left) of the bus canopy, have your student disembark from the passenger side of the vehicle. Students should proceed carefully across the other lane of traffic that is dropping students off under the bus canopy. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your right.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the High School Parking area. **It is very important that traffic be steadily and efficiently moving.**

Category #6 – AM Elementary and High School Drop-off

- Time your arrival for **earliest 8:10 AM and latest 8:25 AM**. If you arrive before 8:10 AM, your students should remain in your vehicle until traffic personnel indicate that students disembark and enter the building.
- Enter the North Entrance and enter either of the left lanes of the three lanes as you approach the building entrance. These will be indicated with traffic cones to start the year. Parents who drop off at the elementary and kindergarten buildings will enter the far right lane, which will position them at the curb of the kindergarten.
- Traffic personnel will be supervising and controlling all three lanes of traffic beginning at 8:10 AM.
- Only the first 6 vehicles (1st two in each of the three lanes) will release students from their vehicles
- All students should disembark from the driver's elementary side of the vehicle. Please have your students ready to exit your vehicle before reaching the drop-off zone.
- Traffic personnel will signal that it is ok to proceed forward when students from all six vehicles are clear. To prevent bottlenecking at the traffic circle, traffic personnel will release "through traffic" (left two lanes that are not stopping at the kindergarten) first. Cars dropping off students at the kindergarten building should use the right lane and will be released after the two left lanes.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the North Parking Lot before entering the car line and walk your student up to the entrance, but not before 8:10 AM. **It is very important that traffic be steadily and efficiently moving.**
- After traffic personnel have signaled that it is ok to proceed forward, merge back into one lane as you enter the traffic circle. Additional personnel will be supervising and controlling your entry onto the traffic circle.
- It is permissible to proceed around the traffic circle in the left lane when vehicles are stopped at the kindergarten curb but **do not pass school buses whose red-lights are blinking**.
- Proceed around the traffic circle and up to the high school.
- At the high school you may take one of two paths for drop-off. Either to the right and under the bus canopy for drop-off or to the left of the bus canopy for drop-off. Both pathways are ONE-LANE and ONE-WAY - - not two lanes.
- If dropping off students under the bus canopy, have your student disembark from the passenger side of the vehicle. Please be aware that others students are being dropped off to your left and may be crossing into the building near or in front of your vehicle. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your left.
- If dropping off students outside (to the left) of the bus canopy, have your student disembark from the passenger side of the vehicle. Students should proceed carefully across the other lane of traffic that is dropping students off under the bus canopy. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your right.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the High School Parking area**. It is very important that traffic be steadily and efficiently moving.**

Category #7 – AM Elementary, Kindergarten, and High School Drop-off

- Time your arrival for **earliest 8:10 AM and latest 8:25 AM**. If you arrive before 8:10 AM, your students should remain in your vehicle until traffic personnel indicate that students may enter the building.
- Enter the North Entrance and form three lanes as you approach the building entrance. These will be indicated with traffic cones to start the year. Parents who drop off at the elementary and kindergarten buildings will enter the far right lane, which will position them at the curb of the kindergarten.
- Traffic personnel will be supervising and controlling all three lanes of traffic beginning at 8:10 AM.
- Only the first 6 vehicles (1st two in each of the three lanes) will release students from their vehicles.
- All students should disembark from the driver's elementary side of the vehicle. Please have your students ready to exit your vehicle prior to arriving at the drop-off zone.
- Traffic personnel will signal when it is ok to proceed forward when students from all six vehicles are clear. To prevent bottlenecking at the traffic circle, traffic personnel will release "through traffic" (left two lanes that are not stopping at the kindergarten) first. Cars dropping off students at the kindergarten building should use the right lane and will be released after the two left lanes.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the North Parking Lot before entering the car line and walk your student up to the entrance, but not before 8:10 AM. **It is very important that traffic be steadily and efficiently moving.**
- After traffic personnel have signaled that it is ok to proceed forward, merge back into one lane as you enter the traffic circle. Additional personnel will be supervising entry onto the traffic circle.
- Proceed onto the traffic circle and as you approach the curb for drop-off, **pull up as far forward as possible** (especially for 5th graders), allowing room for those behind you to pull alongside of curb.
- All students disembark from the passenger side (curbside) of the vehicle. Staff are available to assist K-4 and K-5 students from the vehicle.
- When your student is clear and on their way, please carefully proceed to the high school drop-off lanes.
- If for any reason, you need to delay or if you need to get out of your vehicle, please proceed to the Middle Parking Lot above the kindergarten building to park and walk your student down to the building. **It is very important that traffic on the traffic circle be steadily and efficiently moving.**
- At the high school you may take one of two paths for drop-off. Either to the right and under the bus canopy for drop-off or to the left of the bus canopy for drop-off. Both paths are ONE-LANE and ONE-WAY - - not two lanes.
- If dropping off students under the bus canopy, have your student disembark from the passenger side of the vehicle. Please be aware that others students are being dropped off to your left and may be crossing into the building near or in front of your vehicle. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your left.
- If dropping off students outside (to the left) of the bus canopy, have your student disembark from the passenger side of the vehicle. Students should proceed carefully across the other lane of traffic that is dropping students off under the bus canopy. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your right.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the High School Parking area. **It is very important that traffic be steadily and efficiently moving.**

Category #8 – AM High School Driving/Parking Students

- ALL driving students must obtain a parking pass from Mrs. Cope (hs office) within the first two weeks of school.
- Time your arrival for **earliest 8:05 AM and latest 8:15 AM**. If you arrive after 8:15 AM, you will be interfering with peak traffic for arrival/drop-off.
- Your 10-minute arrival window is aligned with school bus and van transportation arrival. Please be very alert and safety-conscious.
- **NO AM Arrival traffic may enter South Entrance.** This entrance will be a one-way exit during morning arrival.
- Enter the Main Entrance and proceed around the traffic circle in a counter-clockwise direction and proceed up the hill to the Middle Parking Lot below the high school building.
- Park in the parking spots closest to the high school building.
- If you are bringing students who are in the kindergarten or elementary buildings, you must accompany any students under 4th grade age-level to their buildings. If you want to drop-off students to their buildings, you must follow other category instructions as per their assigned building, then park in the student parking area.
- Driving students may not loiter in the parking area upon arriving to school and parking. They should immediately enter the building via the main entrance under the bus canopy.

Dismissal Categories for 2026-2027

Please select the category below that applies to your family. Turn to the category page for instructions and a visual guide to traffic flow.

Category #1	Pick-up from kindergarten building ONLY (K-4, K-5, and 5th grade students)	Page 11
Category #2	Pick-up from elementary building ONLY (1st, 2nd, 3rd, and 4th grade students)	Page 12
Category #3	Pick-up from high school building ONLY (6th-12th grade students)	Page 13
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Category #7	Pick-up from ALL three buildings (kindergarten, elementary, and high school)	Page 17
Category #8	Student drivers' dismissal procedures	Page 18

Dismissal Traffic Rules for Everyone All the Time

- Observe campus speed limit of no more than **10 MPH.**
- Direction on the traffic circle should always move counter-clockwise.
- On the traffic circle students should always board from passenger or right side of vehicle. Please arrange for children's car seats to be on the passenger side for kindergarten building pick-up.
- On the traffic circle, you may **carefully pass** on the left - cars and vans that are stopped at the curb.
- At the high school for PM dismissal, cars always enter the main entrance (traffic circle), proceed up the hill, and exit out the south entrance. NO South Entrance entry during arrival/dismissal. One-way traffic ONLY during arrival and dismissal.
- General Dismissal Times
    - Midday Kindergarten AM Instruction Pick-Up is 11:30-11:45 AM
    - End-of-Day Kindergarten Afternoon Enrichment Pick-Up is 3:05-3:15 PM (walk down from Middle Parking Lot) or after 3:15 until 3:25 PM at the elementary dismissal ramp in the North Parking Lot.
    - **1st-2nd-3rd Grade Early Bird students picked up in the North Parking Lot from 3:00-3:10 PM**.
        - "Early Bird" is defined as a 1st, 2nd, or 3rd grade students who do not have HCS student siblings for pick-up outside of 1st, 2nd, or 3rd grades. Early birds are only student riders within grades 1, 2, and 3.
    - All other elementary pick-up from 3:10-3:25 PM.
    - Kindergarten and elementary bus students release and board between 3:10 and 3:20 PM.
    - 6th graders at 3:10 going either to HCS buses/vans or tracking to where their rides will pick them up (high school bus canopy area or elementary dismissal).
    - 7th-12th bus/van and car students high school 3:17-3:25 PM.

Category #1 – Kindergarten Building Only Pick-Up

Mid-day Pick-Up from Kindergarten AM Instruction

- Time your pick-up arrival for kindergarten AM instruction students **earliest 11:30 and latest 11:45 AM**.
- Enter the Main Entrance and proceed onto the traffic circle.
- At times the volume of AM instruction pick-up traffic is too large for the traffic circle to sustain without backing up onto #136. For this reason, we ask as many parents as would, please park in the Middle Parking Lot and walk down to the kindergarten to receive your students at the building entrance.
- If unable to park and walk down, as you approach the curb for pick-up, **pull up as far forward as possible allowing room for those behind you to pull alongside of curb**.
- Please pick-up your kindergarten student at the front door and assist them into your vehicle.
- When the area is clear, please carefully exit around the circle and back out the Main Entrance.
- If for any reason, you need to delay or if you need to get out of your vehicle, please proceed to the parking lot above the kindergarten building to park and walk down to the building. It is very important that traffic on the traffic circle be steadily and efficiently moving.
- Vehicles MAY NOT enter or use the parking area behind the church/elementary building (below the kindergarten sidewalk. This is a walking and play area used by elementary students. Cones are in place near the crosswalk to designate "no car traffic."

Pick-Up for Afternoon Enrichment:

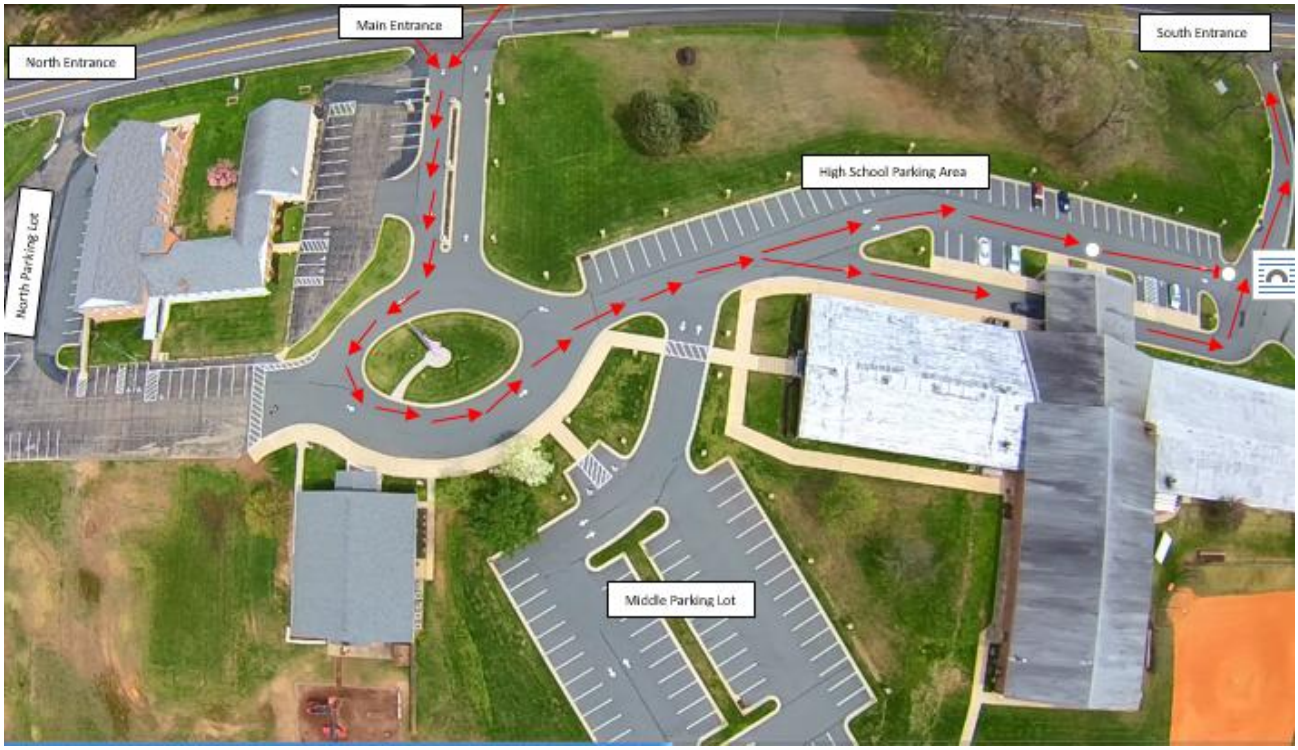
- Time your arrival for pick-up for **earliest 3:05 PM and latest 3:15 PM**. Please park in Middle Parking Lot and walk down to the building to receive your student(s). Any vehicles arriving for kindergarten pick-up after 3:15 PM need to park in the North Parking Lot below the elementary building and meet your kindergarten student at the elementary dismissal ramp.
- Enter the Main Entrance and proceed onto and around the traffic circle to the Middle Parking Lot.
- Please pick-up your kindergarten student at the front door and assist them into your vehicle.

Pick-Up for 5th Grade PM Dismissal

- For 5th grade students coming from the kindergarten building, you may either park in the parking lot above the kindergarten (Middle Parking Lot) and meet your 5th grader at the kindergarten side door or you may park in the North Parking Lot, following elementary building dismissal guidelines. Fifth graders are released around the same time as 4th and 6th grade students. Bus/van students will board and car students will meet their respective ride connections, whether at the kindergarten side door or elementary dismissal ramp.

Category #2 – Elementary Building Only Pick-up

- Pick-up of **1st, 2nd, or 3rd grade ONLY** students between 3:00-3:10 PM.
- Pick-up for **all other elementary students** between 3:10-3:25 PM.
- Enter the North Entrance and park in the North Parking Lot below the elementary building.
- **Walk up to the ramp to secure your student(s) from our dismissal staff**. For reasons of safety, we will not release students from the ramp to cross the parking lot to parked cars. You will need to come connect with them.
- When you have secured your student and see that your area is clear, please exit via the North Parking Lot in order to provide parking spaces for later dismissal pick-up students.
- If you only have 5th grade elementary students to pick-up, we encourage you to park in the Middle Parking Lot above the kindergarten and meet your 5th grader at the kindergarten side door no later than 3:10 PM or you may park in the North Parking Lot as outlined above. Fifth graders will be dismissed with the rest of the elementary building population around 3:10 PM. Bus/van students will board and car students will meet their respective ride connections, whether at the kindergarten side door or elementary dismissal ramp.



Category #3 – High School Building Only Pick-up

- Time your arrival for pick-up for **earliest 3:10 and latest 3:30 PM**. High school students are dismissed at 3:17 PM.
- Enter the Main Entrance and proceed counter-clockwise around the traffic circle to the high school. **Do not enter the South Entrance for PM Dismissal**. This is a ONE-LANE ONE-WAY exit for PM dismissal time.
- At the high school you may take one of two paths for pick-up. Either to the right and under the bus canopy for drop-off or to the left of the bus canopy for drop-off. Both pathways are ONE-LANE and ONE-WAY - - not two lanes.
- If picking up students under the bus canopy, please be aware that others students are being picked up to your left and may be crossing to their cars to or in front of your vehicle. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your left.
- If picking up students outside (to the left) of the bus canopy, students should proceed carefully across the other lane of traffic that is picking-up students from under the bus canopy. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your right.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the High School Parking area. **It is very important that traffic be steadily and efficiently moving.**

Category #4 – Elementary and Kindergarten Building Pick-up

- Pick-up of **1st, 2nd, or 3rd grade ONLY** students between 3:00-3:10 PM.
- Pick-up for **all other elementary students** between 3:10-3:25 PM.
- Enter the North Entrance and park in the North Parking Lot below the elementary building.
- Teachers will be walking kindergarten students down from the kindergarten building to the elementary dismissal ramp to meet you and your elementary student(s).
- **For safety reasons DO NOT instruct your elementary student(s) to come to the kindergarten to meet you.**
- Walk up to the ramp to secure your student(s) from our dismissal staff. For reasons of safety, we will not release students from the ramp to cross the parking lot to parked cars. You will need to come connect with them.
- When you have secured your student and see that your area is clear, please exit via the North Parking Lot in order to provide parking spaces for later dismissal pick-up students.
- For 5th grade students coming from the kindergarten building, you may either park in the parking lot above the kindergarten (Middle Parking Lot) and meet your 5th grader at the kindergarten side door or you may park in the North Parking Lot, following elementary building dismissal guidelines. Fifth graders are released around the same time as 4th and 6th grade students. Bus/van students will board and car students will meet their respective ride connections, whether at the kindergarten side door or elementary dismissal ramp.

Category #5 – Kindergarten Building and High School Pick-up

- High school students are not dismissed until 3:17 PM. For this reason, students in the high school building cannot connect with a 3:05-3:15 PM kindergarten student pick-up location.
- First, please pick-up your kindergarten student from 3:05-3:15 PM and then proceed into the high school car line or have your 6th-12th grade student meet you in the Middle Parking Lot.
- For 5th grade students coming from the kindergarten building, you may park in the parking lot above the kindergarten (Middle Parking Lot) and meet your 5th grader at the kindergarten side door and then proceed to the high school or you may instruct your 5th grade student to proceed to the high school lobby area at dismissal time and join your 6th-12th grade student for high school building pick-up.

Pick-Up for Kindergarten Afternoon Enrichment:

- Time your arrival for pick-up for **earliest 3:05 PM and latest 3:15 PM**. Please park in Middle Parking Lot and walk down to the building to receive your student(s). Any vehicles arriving for kindergarten pick-up after 3:15 PM need to park in the North Parking Lot below the elementary building and meet your kindergarten student at the elementary dismissal ramp.
- Enter the Main Entrance and proceed onto and around the traffic circle to the Middle Parking Lot.
- Please pick-up your kindergarten student at the front door and assist them into your vehicle.
- At the high school you may take one of two paths for pick-up. Either to the right and under the bus canopy for drop-off or to the left of the bus canopy for drop-off. Both pathways are ONE-LANE and ONE-WAY - - not two lanes.
- If picking up students under the bus canopy, please be aware that others students are being picked up to your left and may be crossing to their cars to or in front of your vehicle. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your left.
- If picking up students outside (to the left) of the bus canopy, students should proceed carefully across the other lane of traffic that is picking-up students from under the bus canopy. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your right.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the High School Parking area. **It is very important that traffic be steadily and efficiently moving.**

Category #6 – Elementary and High School Pick-up

- Pick-up of **1st, 2nd, or 3rd grade ONLY** students between 3:00-3:10 PM.
- Pick-up for **all other elementary students** between 3:10-3:25 PM.
- Enter the North Entrance and park in the North Parking Lot below the elementary building.
- Walk up to the ramp to secure your student(s) from our dismissal staff. For reasons of safety, we will not release students from the ramp to cross the parking lot to parked cars. You will need to come connect with them.
- When you have secured your student and see that your area is clear, please exit via the North Parking Lot in order to provide parking spaces for later dismissal pick-up students.
- You may elect to have your 5th or 6th-12th grader meet you in the North Parking Lot. This may be especially relevant if your 6th-12th grader ends their day with concert band or vocal choir in the elementary building. They are permitted to walk down from the kindergarten or high school with bus/van students to meet you in the North Parking Lot. If not, please follow high school pick-up procedures below.
- At the high school you may take one of two paths for pick-up. Either to the right and under the bus canopy for drop-off or to the left of the bus canopy for drop-off. Both pathways are ONE-LANE and ONE-WAY - - not two lanes.
- If picking up students under the bus canopy, please be aware that others students are being picked up to your left and may be crossing to their cars to or in front of your vehicle. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your left.
- If picking up students outside (to the left) of the bus canopy, students should proceed carefully across the other lane of traffic that is picking-up students from under the bus canopy. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your right.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the High School Parking area. **It is very important that traffic be steadily and efficiently moving.**

Category #7 – Elementary, Kindergarten, and High School Pick-up

- Pick-up of **1st, 2nd, or 3rd grade Early Bird Students** between 3:00-3:10 PM.
- Pick-up for **all other 4th and 6th grade students** between 3:10-3:25 PM.
- Enter the North Entrance and park in the North Parking Lot below the elementary building.
- Teachers will be walking kindergarten students down from the kindergarten building to the elementary dismissal ramp to meet you and your elementary student(s).
- **For safety reasons DO NOT instruct your elementary student(s) to come to the kindergarten to meet you.**
- Walk up to the ramp to secure your student(s) from our dismissal staff. For reasons of safety, we will not release students from the ramp to cross the parking lot to parked cars. You will need to come connect with them.
- For 5th grade students coming from the kindergarten building, you should instruct them to come to the elementary building ramp when they are dismissed with the bus/van students. They may unite with you and your other elementary students at the ramp, then proceed to your vehicle.
- When you have secured your student and see that your area is clear, please exit via the North Parking Lot in order to provide parking spaces for later dismissal pick-up students.
- At the high school you may take one of two paths for pick-up. Either to the right and under the bus canopy for drop-off or to the left of the bus canopy for drop-off. Both pathways are ONE-LANE and ONE-WAY - - not two lanes.
- If picking up students under the bus canopy, please be aware that others students are being picked up to your left and may be crossing to their cars to or in front of your vehicle. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your left.
- If you picking up students outside (to the left) of the bus canopy, students should proceed carefully across the other lane of traffic that is picking-up students from under the bus canopy. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your right.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the High School Parking area. **It is very important that traffic be steadily and efficiently moving.**

Category #8 –High School Driving/Parking Students Dismissal

- ALL driving students must obtain a parking pass from Mrs. Cope (hs office) within the first two weeks of school or at any time they begin driving a vehicle onto campus.
- Driving students must remain in the high school building until the 3:25 PM bell. When that bell rings, high school driving students may exit the high school building and go directly to their vehicle, then exit campus. If the driving student is transporting other students from the kindergarten, elementary, or high school buildings, please note the following policies.
    - If you are transporting kindergarten and/or elementary students, you may either make arrangements to leave the building at dismissal and walk them up the hill to your vehicle or you may drive down to the North Parking Lot between 3:25 and 3:30 PM to pick them up at the elementary dismissal ramp.
    - If you are transporting students from the high school building, they must remain in the building until the 3:25 PM bell and depart the building with you to your vehicle.
- Driving students who leave on “early release” are expected to exit campus immediately after their last scheduled obligation.
- Any other exceptions must be administratively approved through the principal’s office.
- Driving students may turn left out of the Middle Parking Lot and depart from the Main Entrance or may turn right out of the Middle Parking Lot and depart via the South Entrance