

PRIMARY ACADEMY DROP-OFF AND PICK-UP PROCEDURES



Before School Procedures – Primary Academy

Students are encouraged to arrive with time to put their backpacks and personal belongings away before classes begin promptly at 8:10 am. Students should not be dropped off prior to 7:55 am. If there are special circumstances requiring an early drop off, arrangements should be made in advance with the student's teacher.

Please follow the following directions:

- When entering the parking area, please use the recommended entrances as marked on the map on either Park or Sunset.
- Do NOT drive BEHIND Rocklin Physical Therapy in the morning.
- You may pull forward in front of the school at 7:55 am.
- Avoid driving "in front" of other businesses - where other business patrons enter and exit the business.
- Please do not park in front of the school between 7:30 - 8:15.
- Please continue to pull as far forward as possible to help reduce the traffic congestion on the street.
- Staff will help unload any/all children from their designated spot. Please do NOT open the trunk, load students on the left or confer with teachers/parents.

If you choose to park your car and walk in to retrieve your student, please park only in the spots by the Rocklin Pediatric Dental Office and Pho Cali.

- Please ALWAYS use the designated crosswalk and follow the crossing guard's directions.
- Students are NOT allowed to walk from the parked car to the school without parental accompaniment.

Once the student arrives at school, they must remain on campus (in fenced playground or in classroom) and not go out into the parking area without adult permission and supervision.

Students who arrive after the 8:10 am starting time will need to check in at the office before moving on to class. Late arrivals are disruptive to the classroom and promptness is appreciated. Excessive tardies may result in a conference with parents, student, teacher, and administrator to strategize solutions for the remainder of the school year.

Upon arrival, students will walk to their classroom by using the main entrance. Kids should hang their backpacks on a hook outside their classrooms, put their lunches in the lunch bin, and hand in their important papers and/or homework to the appropriate bin. Students should enter the classroom respectfully and begin their morning work.

After School Procedures – Primary Academy

At 3:00 pm, all students will be in front of the school by grade level/class for pick-up. Please follow the following directions:

- When entering the parking area, please use the recommended entrances as marked on the map on either Park or Sunset.
- The line of cars that forms as drivers pick up their children should extend "**behind**" **the building that houses Rocklin Physical Therapy**. Cars should not enter the line by driving in front of Rocklin Physical Therapy. **Please see the yellow arrows for traffic flow.** The **Red "X"** shows areas to avoid between 2:55 - 3:10.
- You may pull forward in front of the school at 3:00, when the students are walking out from the building.
- When in the line of cars always *stay to the right*. Note: it is legal to "creep/crawl" or temporarily be "parked" in a fire lane red zone as long as you stay in the car.
- Avoid driving "in front" of other businesses - where other business patrons enter and exit the business.
- Please do not park in front of the school between 2:30-3:00. The children line up in the parking stalls and need them clear for pick up.
- Please continue to pull as far forward as possible to help reduce the traffic congestion on the street.
- Staff will help load any/all children from their designated spot. Please do NOT open the trunk, load students on the left or confer with teachers/parents.

Remember: single file, counter-clockwise direction, parents stay in car and students enter the right side of vehicle.

We ask that all drivers are vigilant, courteous, and patient as you enter and exit the parking areas. Our ability to safely load students in and out of the car will become increasingly efficient over time, especially with your support.

If you choose to park your car and walk in to retrieve your student, please park only in the spots by the Rocklin Pediatric Dental Office and Pho Cali.

- Please ALWAYS use the designated crosswalk and follow the crossing guard's directions.
- Students are NOT allowed to walk to the parked cars. Parents must walk in to pick them up.