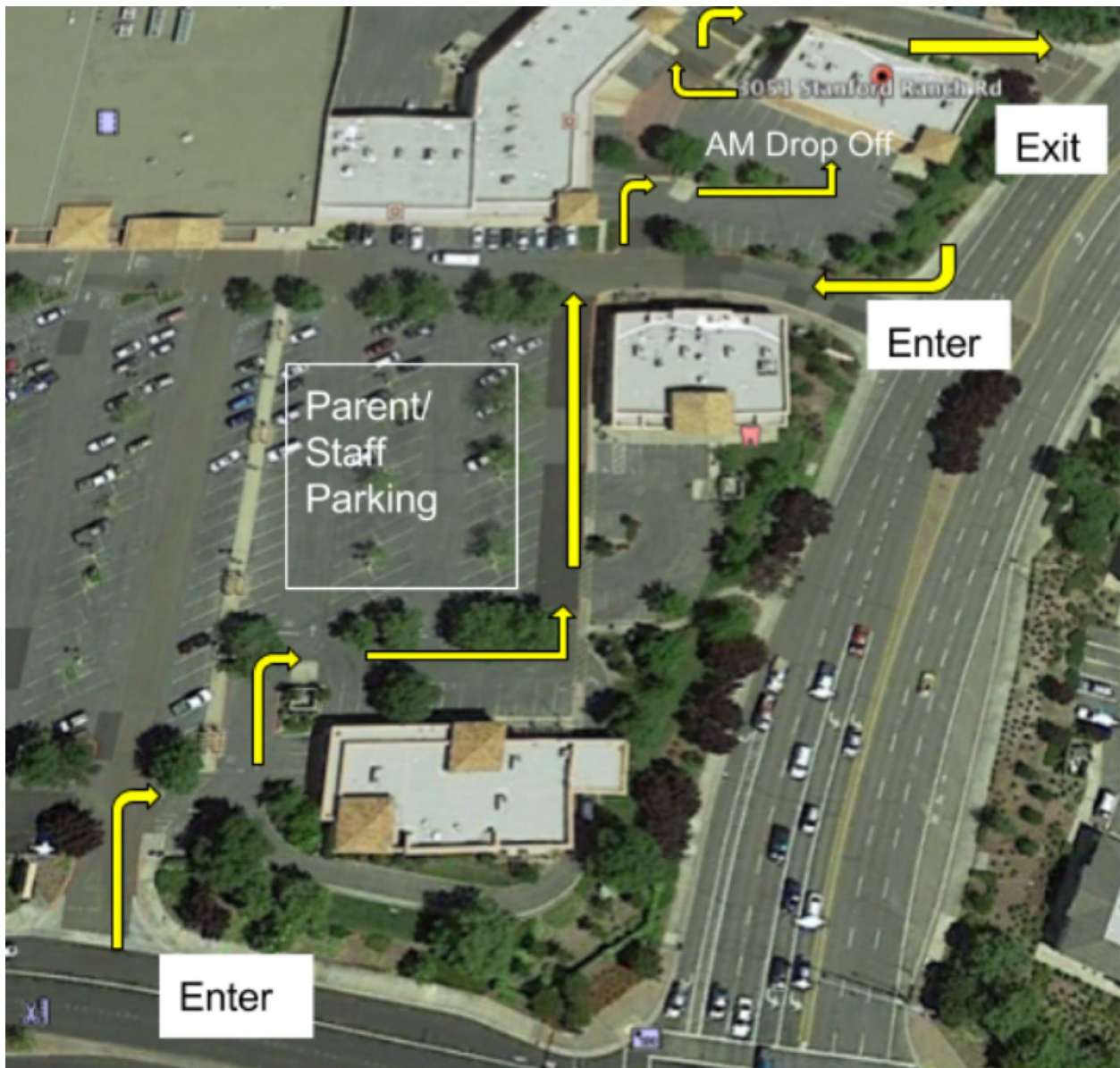


UPPER ACADEMY DROP-OFF AND PICK-UP PROCEDURES



Before School Procedures – Upper Academy

Students are encouraged to arrive with time to put their backpacks and personal belongings away before classes begin promptly at 8:25 am. Students should not be dropped off prior to 8:00 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 Stanford Ranch.
- Please park in designated spots as notated on the map.

- 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 classroom) and not go out into the parking area without adult permission and supervision.

Students who arrive after the 8:25 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. Students should enter the classroom respectfully and begin their morning work.

After School Procedures – Upper Academy

At 3:15 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 Stanford Ranch.
- Please park only in the designated spots as notated on the map.
- 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.

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.