



NEW Drop Off & Pick-up Procedures (2020-2021)

We wish to limit the number of parents entering the school so please contact the staff if there is a need to enter the building.

When dropping off and picking up your child(ren), please enter from the East side (either at the light at Laurel church or the driveway closest to them). You will need to drive in front of and around the school, dropping/picking up your child(ren) in front of the east gym door (one closest to the church). **This is a one-way drive.** Once you have dropped off your child(ren), you can exit the middle drive-way directly in front of the church onto Kingston Pike, or continue straight and come back down on the East side of campus if you would like to enter Kingston Pike from the stoplight in front of Laurel Church. For the safety of our children, please drive slowly when entering or exiting the drop off and pick up area. See map on page 2 for visual aid.

Drop Off Procedures:

7:45-8:00

To provide a large space for all KAS students to gather at the beginning of school, students should be dropped off at the Gymnasium door closest to the Church. A KAS staff member will ask the parent a couple of questions that relate to the student's current health and also check the student's temperature. If the student is healthy and has no temperature the student will enter the school and go to their assigned spot in the gym.

8:00 & After

After the receiving staff member or student comes inside, Drop Off is at the main entrance on the lower level by the FlagPole. Students will need to be escorted to the door where the same questions will be asked and temperature taken.

Pick Up Procedures:

Before 3:00

If a student must be picked up early, arrangements should be made ahead of time so teachers and staff can be prepared for any classes missed, etc. Once a parent arrives on the lower level, parents can notify their student's teacher via text or phone call and students will be escorted out where a parent will need to sign their child out of school.

3:00-3:30

Nice Weather: Classes will be taken outside for dismissal from the playground or field and a KAS Staff will monitor the parking lot for safety and calling rides.

Inclement Weather: Classes will be taken to the gym and students will stay in the gym. A KAS Staff will stay on the upper parking lot calling rides and monitoring the parking lot for safety.

3:30 & After

Students remaining after Dismissal times may be taken inside (if on the playground) or downstairs (if in the gym) to a single classroom until their rides arrive.

