



# Drop Off & Pick-up Procedures

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 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 below for visual aid.

## Drop Off Procedures:

### 7:45-8:00

Students should be dropped off in the upper parking lot at the Gymnasium door closest to the Church. A KAS staff member will be present to greet your child and monitor the parking lot for safety. Once your students enter the school, they will proceed to their assigned spot in the gym where another staff member will be supervising.

### 8:00 & After

After the receiving staff member or student enters the school and no one is no longer at the gymnasium entrance, Drop Off will be moved to the main school entrance on the lower level by the Flagpole. Students will need to be escorted to the door by their driver where the student will be allowed to enter.

## 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 that they are there. Parents must come into the school to sign their student off campus. They must be properly signed out before they will be allowed to leave campus.

### 3:00-3:30

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. On occasion, but not the norm, classes may be taken outside for dismissal from the playground or field and a KAS Staff will monitor the parking lot for safety and calling rides.

### 3:30 & After

Students remaining after dismissal times will be taken inside (if on the playground) or downstairs (if in the gym) with a teacher or staff member to a classroom until their rides arrive.

