



# Drop Off & Pick-up Procedures

When dropping off & picking up your child(ren), please enter from the East side (either at the light at Laurel church or the driveway closet to that entrance on the most Eastern side. You will drive around & in front of the school, up the road on the Western side of the school to drop/pick up your child(ren) in front of the east gym door (one closet to the church). You can also enter the far Western driveway from Kingston Pike (left of the main entrance sign when facing our property) and turn right in front of gym. **This is a one-way drive in front of the gym.** 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 closet to the Church. A KAS staff member will be present to greet your child and monitor the parking lot for safety. Once each student enters 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. **Please leave plenty of time to avoid arriving during this time as it is very disruptive to teachers and classrooms that have already begun their day.**

## 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 upper level of the school, parents can notify their student's teacher via text or phone call that they are there. **Parents MUST come down around the right side of the school and enter through the main entrance 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 where they will remain until their ride has arrived and their name is called. KAS Staff will remain both in the gym to provide supervision and also on the upper parking lot calling rides and monitoring the parking lot for safety. Please remain in your car & your child will come to you. Please be cautious & drive slow in this area.

### 3:30 & After

Students remaining after dismissal time will be taken downstairs with a teacher or staff member to a classroom until their ride arrives.

