

Lower School

Arrival Procedures

- Families dropping off lower school students should enter the campus via the Bishop Farms Pkwy entrance.
- Staff will begin duty at 7:30 am. At that point, students may enter the building.
- Drop off will be in a single line, so drivers should pull up as far as possible to keep the line flowing.
- Students should be ready to exit their vehicle quickly, and parents should never exit their vehicle during drop-off.
- Students must exit from the right side of the car- never the left, and for safety, students should never retrieve belongings from the trunk of the car.
- Parents may drop off their upper school children with their lower school siblings in the carline and have them walk down to the gym.
- Students who are tardy at 8:00 am will sign-in with staff on duty until 8:05 am.
- After 8:05 am, parents should park in the lot and walk students into the reception area to sign-in with our lower school receptionist.
- For the safety of our children and carline workers, please pay close attention to our staff on duty as well as our safety patrollers as they will direct you to where you should go, and please avoid phone usage while in the carline.
- Parents who wish to walk up for drop-off should park in the lower lot near the admin building. We kindly ask you to say your goodbyes before your students enter the building to head to their classroom.
- After you have dropped off, you may exit campus via either the Bishop Farms Pkwy entrance or the New High Shoals entrance. We strongly recommend exiting via the New High Shoals entrance if you plan to turn right onto New High Shoals Rd.

Lower School Dismissal Procedures

- Families picking up Lower School students should enter the campus via the Bishop Farms Pkwy entrance.
- For the safety of our students, please do not use cell phones while in the carline.
- Lower school parents should make any carpool changes in their School Pass app. This portal will alert teachers to this change.
- Students in half-day preschool will be dismissed at noon from the lobby of the lower school. Please pull up and wait in your car, as an assistant will safely load each student into his/her car.

- Each driver should have a School Pass tag on the passenger side of the front windshield for scanning.
 - Vehicles should never back up.
 - Please do not leave your car unattended in the traffic line.
 - Lower school students can only be picked up by upper school students who are leaving campus by 3:15 pm. Upper school students are not allowed to supervise siblings while on campus.
 - Any lower school student not picked up by 2:50 pm will be taken to the After School Program, and parents will be billed for his/her After School Program attendance.
 - For the safety of our children and carline workers, please pay close attention to our staff on duty as well as our safety patrollers as they will direct you to where you should go.
 - Parents who wish to walk up for pick-up should park in the lower lot near the admin building and check-in with the staff on duty.
 - After you pick-up, you may exit campus via either the Bishop Farms Pkwy entrance or the New High Shoals entrance. We strongly recommend exiting via the New High Shoals entrance if you plan to turn right onto New High Shoals Rd.
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Upper School

Drop Off and Pickup Procedures

- Student drivers may enter the campus via either the New High Shoals Road or Bishop Farms Parkway entrances. Students should drive slowly and carefully to the student parking lot and park in their assigned space.
- All Upper School students should be dropped off and picked up in the traffic circle adjacent to the Upper School Building and Founders Hall. Students should be seated in the passenger side of the vehicle to allow for safe exit.
- Please pull forward to allow other cars access to the traffic circle.
- At no time should a vehicle be left unattended in the traffic circle.
- Please refrain from the usage of cell phones while in the car line.
- Following drop off and pickup, please exit the campus via the New High Shoals Entrance.