



DROP-OFF AND PICK-UP PROCEDURES 2023-2024

Below you will find information regarding our procedures for dropping off and picking up your children. Please become familiar with these procedures.

EARLY CHILDHOOD CAMPUS

Infants/Toddlers

The parking spaces in the front parking lot on the ECC campus have been reserved for Infant/Toddler parking from 8:00 a.m. until 8:45 a.m. Please park in one of the spaces provided. Please walk your child to the Infant/toddler gate, and a staff member will walk your child to the classroom.

For pick up, please pull into a parking spot, walk to the gate and ring the doorbell. A staff member will meet you at the gate with your child and his or her belongings.

Primary/Kindergarten

Between **8:10 a.m. and 8:30 a.m.**, assistant teachers will be in the driveway on the Early Childhood Campus to open your car door and escort your child to his/her classroom. Pull up along the fence as far forward as possible, stay in your car, and the assistant will come to unload your child. Please leave the left lane unobstructed for through traffic and never park in the right line during drop-off times. Once your child has been escorted out of the car, continue to the exit, and make a left turn (only) onto Meadowbrook.

All Day Contract (7:00 a.m. – 6:00 p.m.) students may arrive anytime between 7:00 a.m. and 8:30 a.m. Parents who arrive before 8:00 a.m., please part and walk your child and their belongings to the gate and a staff member will walk him/her to class. If you arrive during carline times, please pull into carline and a staff member will unload your child and escort them to their classroom. When picking your child up any time after regular carline times, please pull into a parking spot and ring the doorbell at the gate. A staff member will meet you at the gate with your child and his or her belongings. If your child has not been picked up by 6:00 p.m., they will be taken to the office, and a late fee of \$1.00/minute will be charged.

Extended Day Contract (8:30 a.m. – 2:30 p.m.) students follow a similar routine for pick-up at dismissal time from 2:30 p.m. – 2:45 p.m. Pull up along the fence as far forward as possible, stay in your car, and your child will be escorted to your car. When exiting the parking lot, please take a left turn (only) onto Meadowbrook Ave. If your child has not been picked up by 2:45 p.m., they will be taken to the office, and a late fee of \$1.00/minute will be charged.

Half-Day Contract (8:30 a.m. – 11:30 a.m.) students are to be picked up at 11:30 a.m. Please pull into a parking spot and ring the doorbell at the gate. A staff member will meet you at the gate with your child and his or her belongings. Unfortunately, due to regulations concerning staffing ratios, we **cannot** have half-day students stay for lunch and recess, so they will need to be picked up by 11:30 a.m. If your child has not been picked up by 11:30, they will be taken to the office, and a late fee of \$1.00/minute will be charged.

Academic Day Kindergarten (12:15 p.m. – 2:30 p.m.) students may arrive at 12:15 for a fifteen-minute recess. When you arrive, park and walk your child to the gate. Please ring the doorbell and a staff member will walk your child to the playground. Academic day students will follow the same pick-up procedure described above for extended day contract students. If your child has not been picked up by 2:45 p.m., they will be taken to the office, and a late fee of \$1.00/minute will be charged.

A few notes:

- Before departing for school, please place your child's belongings within their reach in the car so that your child may quickly gather them upon exiting the car.
- Enter the parking lot, remain in your car and stay in the far-right lane.
- You will receive a new carline sign the day your child starts school. Please display your carline sign on your dashboard in a manner that can be easily read by staff.

ELEMENTARY CAMPUS

Elementary I and II

Class hours are the same for Elementary I and II (8:30 a.m. – 3:00 p.m.). We have a morning carline to help unload students and move cars quickly and safely through the parking lot from **7:45 a.m. - 8:30 a.m.** and an afternoon pick-up carline from **3:00 p.m. – 3:30 p.m.** Parents are to pull into the Elementary Campus off 28th Street from the south and follow the parking lot design. The student drop-off lane is marked as such. Staff will be there to guide you. Once your child has been dropped off or picked up, follow the driveway and use the turnaround to exit back onto 28th Street. You may only turn right when exiting onto 28th Street.

Academic Day Contract (8:30 a.m. – 3:00 p.m.) students may arrive as early as 7:45 a.m. Students may not enter the campus until that time since there is no adult supervision on the playground. If you arrive earlier than 7:45 a.m., please wait with your child in the car. At the end of the school day, students will be brought to the carline area to wait for their parents to pull up in carline. Please have your carline sign visible on your dashboard. Carline continues until 3:30 p.m. If your child has not been picked up by 3:30, they will be taken to the office, and a late fee of \$1.00/minute will be charged.

All Day Contract (7:00 a.m. – 6:00 p.m.) students may arrive as early as 7:00 a.m. When they enter the campus, they will go to the Davis Building for morning Circle and will be signed in by a staff member or by themselves (providing you have given permission for them to do so). After-school Circle for Elementary I students will be held in the Davis Building. After-school Circle for Elementary II students will be held in Rooms 207 and 204. When you arrive to pick up your child, please call the Circle Room **(602.354.3649)** and your child will walk down to meet you in

carline. If your child has not been picked up by 6:00 p.m., a late fee of \$1.00/minute will be charged.

Elementary students who walk or bike to school need to enter the campus from the north parking lot carline gates at the start of the day. At the end of the school day, these students will be gathered by the classroom teacher and a staff member will escort them to the designated gate on Meadowbrook Ave. where they will exit campus. A permission form must be completed by the parent for this to be allowed. You can access the [Permission to Walk form](#) on our website under the Villa Community > Family Resources page – a new form must be filled out each school year. Please submit the form at least one week prior to your student needing this permission. **No student will be allowed to leave campus in this fashion without a signed form on file in the office.**

This procedure is only for students that (1) live within walking/biking distance of the school, (2) have a middle school sibling, or (3) have a designated parking spot in the visitor parking lot in front of the administration building. Unless you have a designated parking spot in the visitor parking lot, please do not park in that lot during drop off or pick up times. Also, the city does not allow parking on the residential streets adjacent to the school in order to circumvent carline.

Students who do not meet one of the three conditions above are to be **picked up via carline.**

Important Things to Note:

- If your child is ready to be loaded into the car at pick-up and discovers he/she has forgotten something in the classroom, you will need to park, and your child will need to enter the campus and retrieve their forgotten item(s).
- Cars may only approach the parking lot from the **SOUTH off 28th Street.**
- **Cars must form a line on 28th Street only.**
- **NO LEFT TURNS** when exiting the parking lot onto 28th St. during drop-off/pick-up times.
- NO U-TURNS are permitted in the parking lot during drop-off/pick-up times.
- When needing to park in one of the parking spaces facing north, use the turn-around rather than crossing the westbound lane of the parking lot. **Students have almost been hit by cars attempting to turn left into these parking spaces.**
- The staff parking area **MAY NOT BE USED FOR EXITING.** Please use the turn-around.
- For the safety of everyone, please **DO NOT USE YOUR CELL PHONE** while dropping off or picking up.
- Please be sure to display the name card(s) you will be provided on your dashboard during the entire pick up/drop off process.

Late arrivals

If you arrive after 8:30 a.m., please bring your child to the administration office and sign them in. Arriving late can be very disruptive not only to your child but to his/her entire classroom. Frequent late arrivals will result in a meeting with the child's teacher and/administration.

Early pick-ups

If you need to pick up your child prior to 3:00, please go to the administration office and sign him/her out. The receptionist will contact your child's classroom and your child will be brought to

the office. Should you need to pick up your child early from school, please do so prior to 2:30 to avoid congestion in the office at that time. Early pick-ups should occur **only rarely**.

MIDDLE SCHOOL CAMPUS

Middle School

Drop-off and Pick-up Procedures:

Due to some **potential construction** on the middle school campus, more detailed information regarding drop off and pick up will be emailed to you **closer to the start** of the school.

- Students may be dropped off no earlier than 7:45 a.m.
- If your child arrives after 8:15 a.m., please park and walk your child to the middle school administration office to sign them in for the day. The gates will be locked once school begins at 8:15 a.m.
- The school day ends at 3:15 p.m. Students are invited and encouraged to attend tutorials from 3:20 to 4:00 p.m., Tuesday through Thursday. There are no tutorials on Mondays or Fridays. For any students not picked up by 4:15 p.m. (unless signed up for an enrichment) there will be a late fee of \$1.00/min. All students must be picked up no later than 3:30 p.m. on Mondays and Fridays to avoid a potential late fee.
- If your child stays for tutorials or you need to pick them up before school is out at 3:15 p.m., please park in one of our designated parking spots and come to the middle school administration office to pick up your child.

Walking/Riding Bikes/Skateboarding, etc. to the middle school:

If your child will be walking, riding a bike, or skateboarding to and from school, please complete the online [Permission to Walk Form](#). A new form must be filled out each school year. Please submit the form at least one week prior to your student needing this permission. **No student will be allowed to leave campus in this fashion without a signed form on file in the office.**

- If your child rides a bike to school, they must bring a bike lock to secure the bike, and helmets are **STRONGLY ENCOURAGED** for safety purposes.
- Please instruct your child to enter the campus through the main gate.