

PROCEDURES:

1. Enter through <u>"E"/Entry/Exit Gate</u> of the back parking lot.

A staff member will greet you & call for your child/ren. Teacher(s) will send the student(s) to the <u>"W"/waiting area</u> supervised by a staff member.

2. Please remain in your vehicle and follow the carline until a staff member safely guides your child/ren to your vehicle in the "L"/loading area.

*If you need to pick up your child/ren earlier than the 30 minute carline pickup window, please call the school office in advance. You may pick them up from the school office.

Thank you for your cooperation!

Students will be dismissed at the HOPE gate alphabetically **by last name** at the following staggered times:

	A - K	L - Z
Full Days	2:45 - 3:00pm	3:00 - 3:15pm
Half Days	12:00 - 12:15pm	12:15 - 12:30pm

To help reduce traffic congestion, please try your best to arrive only during your assigned time.

