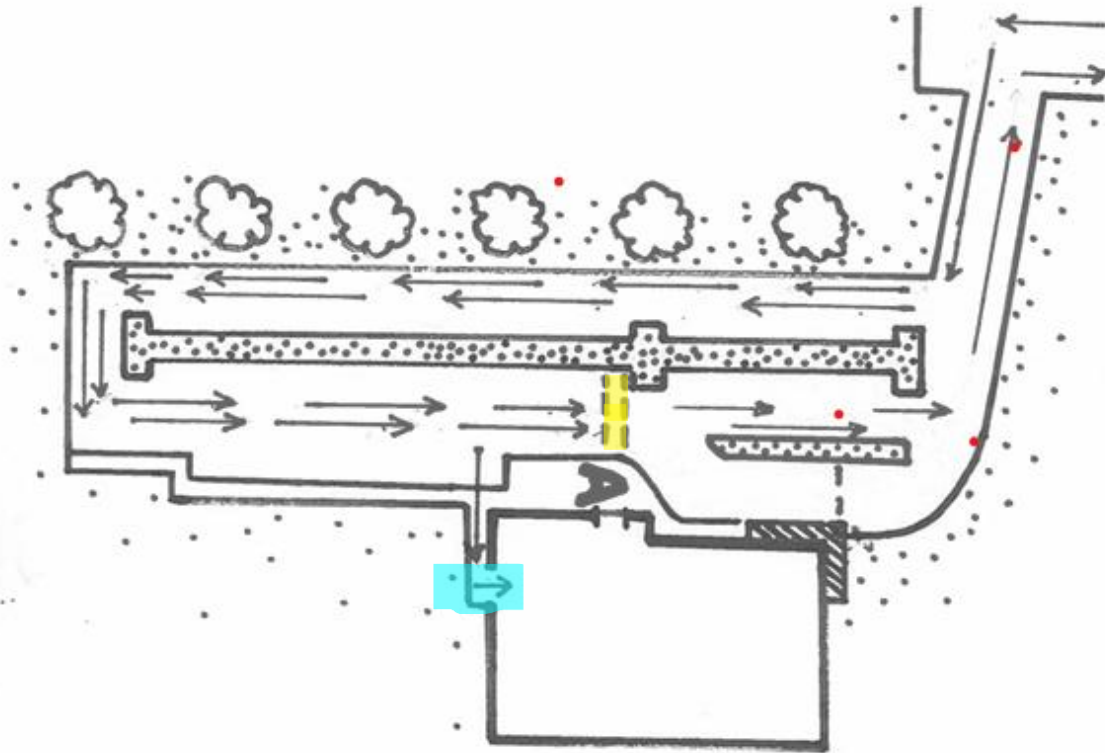


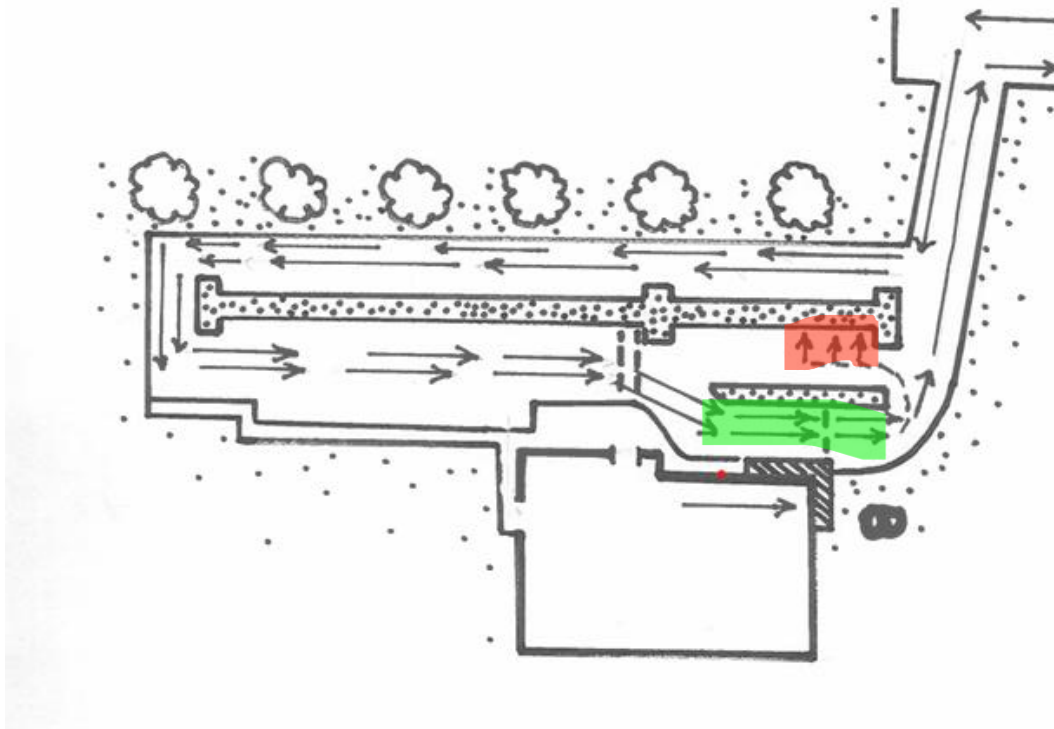
## K-12 Drop Off Procedures

Vehicles should start the line at the **cross walk**. At 7:30 a.m. a staff member will blow the whistle for scholars to begin unloading. Scholars should enter at the **cafeteria doors**. At 7:45 a.m. scholars will be released from the cafeteria to head to class. Scholars must be **in their classroom** by 8:00 a.m.



## K-12 Pick Up Procedures

As vehicles get in line, a staff member will enter the car tag number. Staff and scholars inside will see their name come up and will head to the car overhang exit. As vehicles pull up to the **overhang**, scholars will line up along the wall. A staff member will blow the whistle to begin loading once all traffic has stopped. If your scholar does not come out when their vehicle pulls up, the driver will **park** to wait. Once dismissal is complete, any remaining scholars will be checked in and charged for Artemis After School. Parents will need to park and go to the office to check their scholars out.



## PreK/VPK Pick Up & Drop Off Procedures

Between 7:35 a.m. and 8:00 a.m. preschool parents should pull up to the car **overhang** or to the last **parking spots**. Parents must walk the scholar to the playground **gate** to sign them in. Between 11:45 a.m. and 12:00 p.m. parents should follow the same procedure to sign preschool scholars out at the **gate**.

If picking up at 3p.m. or 5:45p.m., parents will need to park and sign preschoolers out at the front office. They can bring their tag number and have siblings called to the office to be dismissed as well.

