

SCHOOL DROP OFF PROCEDURE

DOORS OPEN: 7:25AM

ENTRANCE: FM 2920 GATE

EXIT GATE: GOSLING ROAD

DROP-OFF LANES:BOTH LANES ARE AVAILABLE

****Please make sure the car tags are visible when entering the school grounds.****

Student Drop-off: Students should exit the car only under the awning where staff are present. Parents must remain in their vehicles.

****Parents may not park and escort children inside. Teachers will be present to guide them to their classroom.****

Safety First: Watch for students crossing the lanes. Slow down and avoid using cellphones.

Tardy Time: After 7:50am

Parents must park the car and bring the students to the front lobby and sign them in after 7:50am.

STUDENT PICKUP PROCEDURE

MONTESSORI DISMISSAL TIME: 3:00PM

**** Student with older sibling can get dismissed together at 3:30pm****

Pickup Route: Enter through the right side of the FM 2920 gate. Follow the route marked on the map to navigate through the parking lot and reach the pickup gate.

Student Pickup: Ensure your car tags are visible for staff to identify your vehicle. Staff will escort students to the car and buckle them in under the awning. Parents do not need to exit their vehicle.

Safety: Be attentive to students crossing the lanes.

REGULAR DISMISSAL TIME 3:30PM

Pickup Route: Enter through the left side of the FM 2920 gate. Follow the route marked on the map.

PATIENCE REQUIRED: Please remain patient as students are dismissed.

EARLY DISMISSAL PROCEDURE

Notification: Email / call the school in advance to inform them of the early pickup.

Pickup Time: Early dismissal ends at 2:45pm

Entrance: Wait until you are granted access through the doors.

ID Requirement: You may be required to show your ID at the front desk.

Sign-Out: Parents must sign their children out on Sycamore before they leave.

FRIDAY WALKER DISMISSAL PROCEDURE

Dismissal Location: Friday walkers will be dismissed from **Exit Door 3**.

Parking: Parents should park in the parking lot and walk to **Exit Door 3** with the car tag.

Car Lane Restriction: Parents may NOT walk to the exit doors reserved for the car lane to pick up students.

Tag Verification: Once at **Exit Door 3**, inform the staff of the tag number. Student will then be called to **Exit Door 3** for pickup.

VISITOR PROCEDURE

Entry: Please wait to be granted access through the doors.

Parking: Do not park under the awning.

Check IN: Upon arrival, show your ID and sign in at the front desk.

Visitor badge: You will receive a visitor badge before allowing in.

Escort: Take a seat and wait for staff to escort you to your destination.

Checkout: When finished, return the badge to the front desk and sign out before leaving