

# DROP-OFF / PICK-UP VEHICLE PROCEDURES



- SELC ROUTE
- KINDERGARTEN ROUTE
- ELEMENTARY ROUTE
- SECONDARY ROUTE



**QUESTIONS?**  
 Contact Dr. Lori Kelly  
 lkelly@summit.school

## EARLY LEARNING CENTER

- Drop-off from your vehicle 7am-9am.
- SELC Staff will escort children to class.
- Use ProCare app to sign your child in and out.
- Do not drive under the awning unless it's raining.

## KINDERGARTEN STUDENTS

- **Kindergarten parents should form a car line on Broadway via 4th or 5th street.** You will be driving to our campus front doors heading towards Main Street.
- Drop-off and pick-up in designated spaces only.
- Kindergarten drop-off and pick-up happens in front of the elementary building.
- Kindergarten children may only exit vehicles within the area lined with lime green parking cones.
- Please encourage children to exit on the passenger side of the vehicle.
- Please do not block crosswalks.
- Please be patient while waiting your turn in line.
- Please limit conversations with staff so we can keep the line moving.

## ELEMENTARY STUDENTS (1ST-4TH)

- Elementary parents should enter the car line on College Street via Main Street. This car line will wrap around our building **and stop at the corner of 2nd and Broadway until Kindergarten has completed their pick-up time.**
- Drop-off and pick-up in designated spaces only.
- Elementary drop-off and pick-up happens in front of the elementary building.
- Elementary children may only exit vehicles within the area lined with lime green parking cones.
- Please encourage children to exit on the passenger side of the vehicle.
- Please do not block crosswalks.
- Please be patient while waiting your turn in line.
- Please limit conversations with staff so we can keep the line moving.

## SECONDARY STUDENTS (5TH-8TH)

- Drop-off and pick-up in designated spaces only.
- Secondary drop-off in the gymnasium parking lot.
- Please enter the Summit Campus from Commercial St.
- Do no stop in front of the gymnasium or allow students to exit a vehicle in front of the gymnasium.