



Thursday, August 24, 2023

Dear Summit Parents,

We hope this email finds you well and excited for the weekend! As we adjust to the new school year, we want to inform you about an important change regarding our car line procedures.

In our continuous efforts to prioritize the safety of our students and enhance traffic flow around our school campus, we requested that the Broken Arrow Police Department collaborate with us to create a new drop-off and pick-up plan at our Rose District Campus. This revised plan aims to ensure the safety of all our students while also contributing to the overall traffic efficiency within our community.

Effective Monday, August 28, 2023, the new drop-off and pick-up procedures will be in effect for Summit Early Learning Center, Summit Elementary, and Summit Intermediate schools. We kindly ask for your full cooperation and understanding as we implement these changes. To familiarize yourself with the new approach, we have included a map detailing the revised traffic flow pattern and designated drop-off and pick-up zones.

We kindly request that you review the map carefully and adhere to all policies outlined within it. Some key points to note:

1. Follow the indicated routes and zones precisely. Do not attempt to cut in line for any reason.
2. Avoid stopping or parking in intersections. Please be respectful of our neighbors and avoid blocking driveways.
3. Ensure your child is ready to exit or enter the vehicle promptly to maintain a smooth flow of traffic. All children must exit on the passenger side of the vehicle.
4. Kindergarten parents should use the Broadway line for drop-off and use the 2nd Street line for pick-up.
5. Elementary children must utilize the designated drop-off lane to attend school. It is strictly prohibited to drop off children at any other location.
6. Intermediate students may not exit a vehicle in the elementary line.
7. Kindly put down your cell phone before approaching our drop-off and pick-up lines.
8. Be patient and respectful of fellow parents, students, and staff members.

We sincerely appreciate your ongoing support in prioritizing the safety of our students and in cooperating with this car line policy. By working together, we can create a safe and more efficient environment for everyone.

Should you have any questions or concerns, please feel free to reach out to your school director or principal.

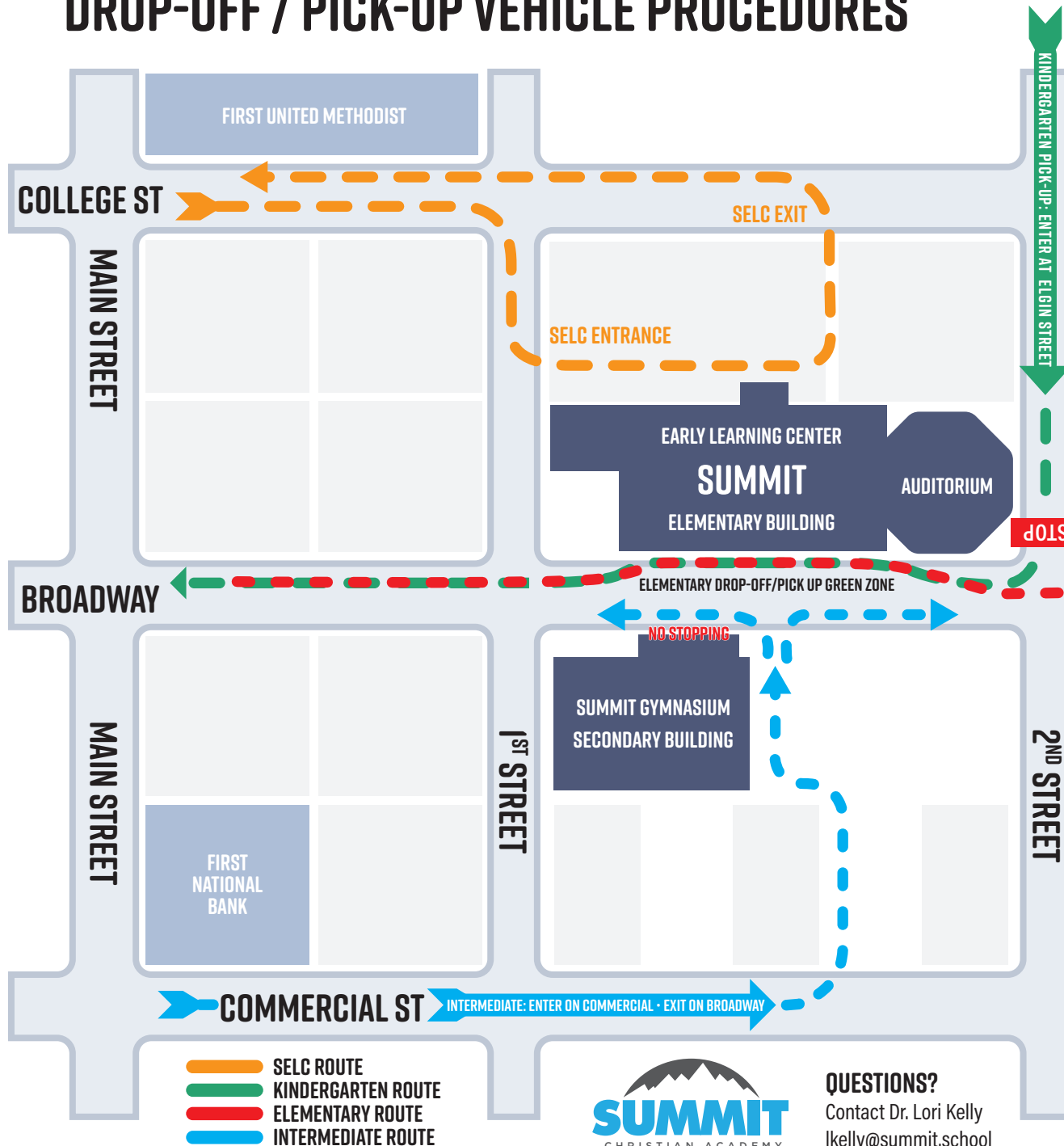
[View the new map below or on our website.](#)

Thank you once again for being an essential part of the Summit Christian Academy family. Your commitment to your child's education and well-being is truly valued. We look forward to a fantastic school year ahead!

Warm regards,

Dan Giddens  
Superintendent  
Summit Christian Academy

# DROP-OFF / PICK-UP VEHICLE PROCEDURES



## EARLY LEARNING CENTER

- Drop-off from your vehicle between 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.
- Park in the lot and enter the building for pick-up.

## KINDERGARTEN STUDENTS

- **DROP-OFF** - Kindergarten parents should join the elementary line on Broadway that begins at 5th Street.
- **PICK-UP** - Kindergarten parents should form a line on 2nd Street beginning at Elgin Street. You will travel down 2nd to our campus, where you will be allowed to turn right into the car line. **This line is for Kindergarten parents only and only for pick-up.**
- Kindergarten drop-off and pick-up happens in front of the elementary building, within the area lined with lime green parking cones.
- Children **MUST** exit on the passenger side of the vehicle.
- **Be a good neighbor.** Please do not block crosswalks, intersections, or driveways.
- **Please be patient** while waiting your turn in line.
- Please understand that teachers are unavailable for conversations during the pick-up and drop-off times.

**ELEMENTARY: ENTER AT 5TH STREET | DO NOT BLOCK DRIVEWAYS**

**KINDERGARTEN DROP-OFF: ENTER AT 5TH STREET**

## ELEMENTARY STUDENTS (1ST-4TH)

- **Elementary parents should enter the drop-off and pick-up car line on Broadway via 5th Street.** This car line will travel straight down Broadway and into the pick-up/drop-off line.
- Elementary drop-off and pick-up happens in front of the elementary building, within the area lined with lime green parking cones.
- Children **MUST** exit on the passenger side of the vehicle.
- **Be a good neighbor.** Please do not block crosswalks, intersections, or driveways.
- **Please be patient** while waiting your turn in line.
- Please understand that teachers are unavailable for conversations during the pick-up and drop-off times.

## INTERMEDIATE 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.
- **Intermediate students may NOT be dropped off in the elementary line.**

## QUESTIONS?

Contact Dr. Lori Kelly  
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