

# 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 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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