

SPCS Drop-Off/Pick-Up Procedures

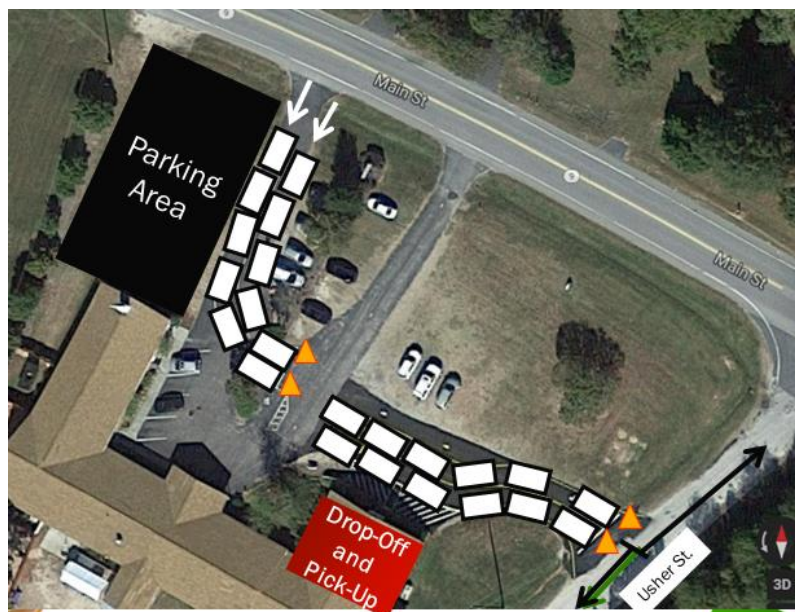
MAIN CAMPUS (28981 Hwy 9), Kindergarten-3rd Grades

Morning Drop-Off (7:30-8:00 A.M.)

- Parents should pull up to the furthest orange cone at the entrance to Usher Street to drop off their child(ren). Students should exit the car on the passenger side and walk to the end entrance door where a staff member will be on duty to greet the child(ren). This will allow us to unload five to seven cars at a time which will save you time in line. In other words, you should not wait until your car is directly in front of the end entrance door to let your child out of the car (unless we are experiencing heavy rain).
- **Please do not pass any car in the car drop-off line unless directed to do so by a staff member on duty.**
- Students arriving after 8:00 A.M. will be counted tardy and must be signed-in by a parent/guardian at the front office.

Afternoon Pick-Up (3:00-3:15 P.M.)

- During Open House, parents will be given a large white index card. In large print, please write your child's first name, last name, and grade level on this card. Display it on the dash or window of your vehicle.
- Cars are lined up in a double line. The first car in line needs to pull forward to the furthest orange cone at the entrance to Usher Street. Pull as closely to the car in front of you as possible. Usually five to eight cars are loaded at a time.
- At 3:00 P.M. the students wait in the hall. A staff member will call your child's name from the car line on the walkie-talkie. Your child will exit the end door and walk to his/her car. Children are to load on the passenger side only. Please be extra patient the first week as our new students get used to the procedure.
- *DO NOT let the traffic back up onto Highway 9. If you notice that there is no room for you to enter the pick-up line, we ask that you cut the block a number of times until there is room for you to enter the line.
- Parents, please stay in your car and do not walk to the end door to pick-up your child. The procedure we have in place is for the safety of your child and all of our children.
- Children not picked-up by 3:15 P.M. will be sent to Extended Care. Standard daycare rates apply.



SPCS Drop-Off/Pick-Up Procedures

MILLS CAMPUS (701 E. Cato Street), 4th-12th Grades

Morning Drop-Off – UPPER Campus

- Students may be dropped off at the Mills Building (brick building) between 7:00-7:30 A.M. From 7:30-8:00 A.M., students must be dropped off at the gym. Students entering the gym after 8:00 A.M. will be counted tardy.

Afternoon Pick-Up – UPPER Campus

- During Open House, parents will be given a large white index card. In large print, please write your child's first name, last name, and grade level on this card. Display it on the dash or window of your vehicle.
- Cars may enter one of the incoming lanes of traffic from Cato Street and are to follow the marked lanes to the end or to the back of the car in front of you. Cars are lined up in a double line. Pull as closely to the car in front of you as possible.
- At 3:10 P.M. the students are dismissed from the gym. A staff member will call your child's name from the car line. Your child will exit the gym and walk to his/her car.
- The inner most car line will be called first and dismissed, followed by the second line of vehicles. Usually five to eight cars are loaded at a time. Please be extra patient the first week as our new students get used to the procedure.
- To keep the pick-up safe and efficient, please advance only as the car in front of you advances. Do not switch lanes and do not pull around to get in front of another vehicle unless directed to do so by a staff member on duty. This is very important in order to prevent accidents and keep your children safe. Please wait patiently for your child to be sent to your vehicle. Do not exit your vehicle to get your child, and do not motion for your child to come to you.
- Dismissal ends at 3:25 P.M. Any students in grades 5-8 remaining at school after 3:25 P.M. and not involved in sports will be transported to the Main Campus for Extended Care. Standard daycare rates apply. There is no Extended Care for grades 9-12.

