

# Student Drop-off/Pick-up Procedures

Safety at Highland Christian Academy is one of our main goals. Below are procedures that allow your children to be safely dropped off and to be picked up from school.

## Drop Off Procedure

Please plan on dropping off the student(s) no later than 8:30 am. After 8:30 am students are requested to enter via the school office. All side entrance doors are locked at 8:35 am. Drop off location is the back door coming into the lunch room (backside of building). Please drop your child off at the lunchroom door until 8:00 am.

## Pick – up Procedures

3:10 pm (K-5 thru 2<sup>nd</sup> grade)

3:20 pm (3<sup>rd</sup> – 5<sup>th</sup> grade)

3:30 pm (6<sup>th</sup> – 12<sup>th</sup> grade)

It is a desire of school administration to minimize students crossing in front of the pick-up line of vehicles. If you park your vehicle in the adjacent parking area, please plan on escorting your child between the vehicles in the pick-up lane.

There are two lanes for pick-up. The left outermost lane is for K-5 thru 5<sup>th</sup> grades. The right inner lane is meant for 6<sup>th</sup> – 12<sup>th</sup> grade.

Elementary students will be picked up at the double doors beneath the awning. The Jr. & Sr. High students will be picked up at the first set of double doors (next to cafeteria). Each door is manned by two teachers. To retrieve students, please let the teacher know of whom you are picking up and let them bring the student to you.

