



Preschool/Elementary Campus Safety Information

Campus Access:

- For the safety of our campus, the North Lot gate is the only point of entry onto the campus from 8:40 a.m. - 2:50 p.m.
- All gates and exterior campus and classroom doors are locked from 8:40 a.m. - 2:50 p.m. daily.
- Please park in the North Lot between the hours of 8:40 a.m. and 2:50 p.m.

Office Access (between 8:40 a.m. and 2:50 p.m.):

- If you need to access the school office, park in the North Lot (next to the playground).
- At the black wrought iron gate, you will find an entry system.
- Please press the button, and one of our office staff will allow entry.
- Once you have entered the gate, please go directly to the school office (located downstairs in the East Wing Education Building).
- All visitors staying on campus will sign in, receive a visitor's badge (in exchange for car keys) and sign out upon leaving.

Chapel:

Please join us for Chapel! On Chapel days, park in the West Lot (next to the Venue) and go directly to the Venue or Worship Center.

PS/TK/K Pick Up:

- Many of the preschool, transitional kindergarten and kindergarten students are picked up at 12:30 p.m.
 - Preschool and Kindergarten: The glass doors at the end of the West Wing will be opened and staffed daily from 12:15 - 12:40 p.m. to accommodate preschool and Mrs. Kelley's kindergarten pick up. For the safety of our campus, these doors may only be used for entry to the campus before 8:40 a.m., 12:15 - 12:40 p.m., and after 2:50 p.m. Admittance will not be allowed outside of these times.
 - TK and Kindergarten: Please park in the North Lot and walk in through the main school entrance to pick up students from Mrs. Moore, Mrs. Oehrke and Mrs. Mori's classrooms. Students can be picked up from their classroom in the interior hallway at 12:30 p.m.

Driving Information:

- Be alert for children!
- Never text or talk on cell phones while driving.
- Never park in any handicap stall, even briefly, unless you have a handicap placard.
- Do not exceed the 15 MPH speed limit.
- Follow all posted signage.
- If you park, you must walk your child on to and off the campus. Students should not walk through any parking lot unless attended by an adult.
- Students will be supervised until 3:10 p.m. and then will be checked in to Extended Care (which costs \$4 an hour or any part of a clock hour).
- Please do not leave valuables in your parked car.
- Due to the construction taking place in the east parking lot, our most up to date drop-off and pick-up information will be emailed prior to the first day of school. Please watch for this important information.

We appreciate your efforts and continued support for helping us maintain a safe environment for our students.