

## Morning Drop-Off Procedures

### ARRIVAL

The campus opens for students at 7:25 a.m. as classes for all students begin promptly at 7:55 a.m. Students **may not be dropped off prior to 7:25 a.m. due to safety concerns.** There is no supervision for scholars prior to 7:25 on our campus.

### MORNING ENTRANCE & DROP-OFF

Parents are required to remain in their cars when dropping students off. Parking and walking a student to the building is not allowed during morning drop-off except for special circumstances. If you need to visit the school office during the drop-off window, park in the Main Lot and cross the traffic line where there is a Valor team member at the front of the car line near the entrance. **Because of safety concerns, no parking is allowed on Foremost Drive.**

#### Cars with 2 -12<sup>th</sup> Grade students only (no Kindergarten siblings):

1. All parents *without kindergarten* and *first grade* students must **enter Foremost Drive from Congress, head east on Foremost Drive, and turn left into Entrance #1** (west driveway) of the Main Lot.
2. Please **queue (line up) in the middle of Foremost Drive to allow cars to pass on the right.**
  - **2<sup>nd</sup> and 3<sup>rd</sup> graders** will walk through the main entrance, turn left, and go down the front stairs, and be seated in the cafeteria.
  - **4<sup>th</sup> and 5<sup>th</sup> graders** will remain seated on the front steps until their teacher arrives to pick them up.
  - **6<sup>th</sup>- 12<sup>th</sup> graders** will walk directly to the field. Students may only enter the building for tutoring or breakfast.
  - Breakfast is available in the cafeteria from 7:25-7:50 a.m. (See details on our website.) Students who are purchasing breakfast will go first to the cafeteria on entering the school building.

#### Cars with Kinder and first grade students (including siblings):

1. Parents with K-1 students (and siblings) must enter Foremost Drive from I-35 and must enter the Lower Lot (separate from the Main Lot) through Entrance #2 when arriving on time.\*
  - **Kindergarten and first grade students** will be seated in the cafeteria by class and escorted to their classroom by a teacher.
  - **Siblings of kindergarten and first grade students** will go to their respective locations:
    - **2<sup>nd</sup> and 3<sup>rd</sup> grade** will enter the lower lot doors and enter the cafeteria.
    - **4<sup>th</sup> and 5<sup>th</sup> grade** will walk up to the front stairs and wait.
    - **6<sup>th</sup> through 12<sup>th</sup>** will walk up to the field or enter the building for tutoring.
    - **Any students** eating breakfast will go immediately to the cafeteria.

To ensure safety for all students, **no parking for Kinder or first grade parents is allowed on Foremost Drive, the lower lot, or in the Main Lot during drop-off,** unless parents have a specific need to visit the office.

### LATE ARRIVAL

Parents who arrive after 7:55 a.m. with scholars in Kinder or 4-12<sup>th</sup> grade, must park in the Main Lot, walk the student into the office, and sign in at the front desk before the student may go to class. Parents who arrive at 7:55 a.m. with scholars in grades 1 – 3<sup>rd</sup> grade, must park in the East Building lot and walk their scholars into the building and sign them in at the front desk before the student may go to class.

### AFTERNOON PICK UP

#### PHASES I AND II

K – 5 scholars are released in **Phase I at 3:10 p.m.** and may be picked up at either lot depending on their carpool and sibling status. **6-12 scholars are released in Phase II at 3:30 p.m.** and may also be picked up at either lot depending on their carpool and sibling status.

	Pick-Up Window	Entrance	Pick-Up Location
K- 1 <sup>st</sup> grade students + 2-5 siblings (no 6-12 siblings)	Phase I 3:10 – 3:35 p.m.	Arrive from I-35 and must turn right into campus.	Lower Lot
2-5 <sup>th</sup> grade students without any K-1 <sup>st</sup> or 6-7 <sup>th</sup> grade siblings	Phase I 3:10 – 3:35 p.m.	Must arrive from Congress, turn left into campus	Main Lot
6-7 <sup>th</sup> grade students and their K-5 siblings	Phase II 3:35 – 4:05 p.m.	Arrive from I-35 and must turn right into campus.	Lower Lot
8-12 <sup>th</sup> grade students + K-7 siblings	Phase II 3:35 – 4:05 p.m.	Must arrive from Congress, turn left into campus	Main Lot

### SAFETY IN CARLINE

The flow of cars is designed to allow students a safe and swift delivery to campus, as well as a steady flow of traffic from Foremost Drive. Maintaining a continuous, safe pace also serves to free up the inevitable congestion in the morning and afternoon common to any school.

### THANK YOU FOR YOUR PATIENCE

Please anticipate that the pick-up line will take a bit longer on the first few days of school as we adjust to the new school year. We appreciate your patience as we work to lay the foundations for an effective pick-up process throughout the school year.

TRAFFIC FLOW MAP OF VALOR SOUTH AUSTIN

