SOMERSET ACADEMY LOSEE



***UPDATED*** DROP-OFF and PICK-UP PROCEDURES

The Drop-Off and Pick-Up Procedures for Somerset Losee maximize efficiency but most importantly ensure student safety. Please carefully read the following procedures for obtaining access onto campus during Drop-Off and Pick-Up.

**General Traffic Rules**

* Please drive slowly and carefully at all times on school grounds. The speed limit on campus is 5 mph.
* Drop students off in carpool line only. The parking lot/font of school is not a drop off zone.
* Obey traffic signs and designated traffic cones at all times (including traffic directors and crossing guards)
* Follow designated striping in carpool lanes (lines will be painted soon).

**Drop-Off Procedures:**

Middle School Drop-Off Times: 7:15 am-7:30 am

Elementary School Drop-Off Times: 8:15 am-8:30 am

* Unless students are enrolled in Morning Lion’s Den, DO NOT drop-off the student before the times listed above.
* **NO WAITING IN THE CARPOOL LINE until after 7:40 am** (for Elementary School drop-off). You will need to either park in a designated parking space and/or pull around through the carpool lanes again.

***By CAR (preferred method):***

Please enter campus from the **NORTH** entrance and follow traffic flow around the back of the school. Traffic will split into two lanes on school grounds and merge again into one lane upon exiting. Students will be called been given permission to exit the car (outside the Elementary School multi-purpose room). Please note that this zone contains two rows of cars loading or unloading children. Staff and volunteers will assist with traffic and students. Students will proceed through the multi-purpose room doors to their respective classrooms. Parents must remain in the car at all times.

**When leaving the property, all traffic from the parking lot must exit from SOUTH entrance only.**

***By WALKING to PURPLE GATES:***

Please enter campus from the **NORTH** entrance, turn right into the parking lot and proceed to a designated parking space. Use the crosswalks to enter school grounds and “Drop and Go” when at the purple gates. Staff and volunteers will be available to escort younger students to the classroom if necessary.

**UPDATE: When leaving the property, all traffic from the parking lot must exit from NORTH entrance only.**

***By WALKING/RIDING BIKE without Parents:***

Students walking or riding their bike to school must enter through the Purple Gates located at the front of the school. Bike riders must dismount and walk their bike while on school property to the bike racks located just inside the Purple Gates. A Walk/Ride a Bike Authorization Form must be on file.

**Pick-Up Procedures:**

Middle School Pick-Up Times: 2:15 pm-2:30 pm

Elementary School Pick-Up Times: 3:15 pm-3:30 pm

* MIDDLE SCHOOL LION’S DEN= Takes place from 2:30-3:15 for those whom have younger siblings in the Elementary School and need to wait for the younger sibling to complete his/her academic day. You must enroll in Middle School Lion’s Den (different from “Lion’s Den”). **Students may not loiter on campus. Those picked up by 2:30 pm, will be required to attend Middle School Lion’s Den and the daily fee will be applied. All students enrolled in MSLD must report immediately and may not leave campus at any time.**
* **NO WAITING IN THE CARPOOL LINE until after 2:40 pm** (for Elementary School pick-up). You will need to either park in a designated parking space and/or pull around through the carpool lanes again.

***By CAR (preferred method):***

Please enter campus from the **NORTH** entrance and follow traffic flow around the back of the school. Traffic will split into two lanes on school grounds and merge again into one lane upon exiting.

**Dashboard Signs:**

* All families receive Carpool Dashboard Signs each school year. **YOU MUST HAVE YOUR SIGN DAILY!**
* **UPDATE: When completing the sign, please list the grade level of your youngest passenger. In elementary school pick-up, the students are assembled together by grade level of the youngest member of the group.**
* When entering the campus, please place the sign on the passenger side dashboard so it is visible through the windshield for the teacher(s) on duty. This will ensure a smooth pick-up process daily. Cars without dashboard signs will be subject to diversion out of the carpool line, which may result in an unnecessarily lengthy process for the parent and school.

Middle school/high school students will be called to their car upon its arrival. Elementary students will be called to a specific cone color and be waiting at the respective cone for their car to arrive in the pick-up zone. Please note that this zone contains two rows of cars loading or unloading children. Staff and volunteers will assist with traffic and students. Parents must remain in the car at all times.

**When leaving the property, all traffic from the parking lot must exit from SOUTH entrance only.**

***By WALKING from PURPLE GATES:***

Please enter campus from the **NORTH** entrance, turn right into the parking lot and proceed to a designated parking space. Use the crosswalks to enter school grounds and proceed through the purple gates to pick up your child from his/her designated grade level area. **Elementary School parents are responsible for notifying the teacher which method of pick-up is preferred for your family.** Always use crosswalks when on our property. **Students and families will NOT BE PERMITTED TO CROSS at the southwest corner and over the south wall, as there is no designated crosswalk.** Traffic directors will direct all those on foot to cross at the crosswalk, proceed up the sidewalk up to Losee Road, and continue along the Losee Road sidewalk.

**UPDATE: When leaving the property, all traffic from the parking lot must exit from NORTH entrance only.**

***By WALKING/RIDING BIKE without Parents:***

Students walking or riding their bike from school must leave through the Purple Gates located at the front of the school. Bike riders must walk their bike while on school property from the bike racks located just inside the Purple Gates. A Walk/Ride a Bike Authorization Form must be on file.

**Over for Half Day Kindergarten Procedures**

**Half-Day Kindergarten Procedures**

* **AM Kindergarten DROP-OFF 8:15-8:30**
	1. Follow Procedures listed above
	2. Students will be gathered together near the drop off zone with student Teacher’s Aides and escorted to their respective classrooms.
* **AM Kindergarten PICK-UP 11:15-11:30 ONLY**
	1. Please enter campus from the NORTH entrance and turn right into the main parking lot. Proceed to the front of the school. Students will remain behind purple gates (between both buildings) and teachers will call student names using your Carpool Dashboard Sign.
* **PM Kindergarten DROP-OFF 12:15-12:30 ONLY**
	1. Please enter campus from the NORTH entrance and turn right into the main parking lot. Proceed to the front of the school. Students will exit the car and enter through the purple gates and proceed to the kindergarten playground.
* **PM Kindergarten PICK-UP 3:15-3:30**
	+ 1. Follow procedures listed above using your Carpool Dashboard Sign.