



Drop Off and Pick Up Procedures

General Policies

For the safety of our students, the school has developed traffic procedures in coordination with local law enforcement and city traffic and engineering experts. Students and families are required to follow the school's traffic plan. In order to protect our students and staff, parents who refuse to follow the school's traffic plan will not be allowed to drive on campus.

1. To maintain a safe and secure campus, our campus has an “outward flow” policy. This means that students are released to their break out rooms and then out of the gates. Campus re-entry is prohibited during this time. Students who are walking or riding their bike home must have a parent letter on file in the office providing permission to walk or ride.
2. Students will not be released to anyone without the correct pick up tag. Requests for additional pick up tags may be made to the office. Please note that the majority of our dismissal rooms are at the back of the campus and parents walking up instead of utilizing our pick up system should expect a wait.
3. Pick up tags are to be visible through the front windshield. Cars without visible pick up tags will be directed to park and then the student must be signed out from the office (id is required). It is very important to adhere to the pick up time on your pick up tag. These times are staggered and help with the flow of traffic. Cars trying to pick up before their assigned time will be directed to pull through the parking lot and return at their assigned time.
4. Students are called to the cars by last names based on the pick up tags. The students then report to the dismissal gate. The person picking up the student is asked to remain in the car so that the flow of traffic is not interrupted.

Pointe Schools expects that students will be picked up promptly after normal school hours or, if the student remains at school for an additional activity, promptly upon conclusion of such activity. Pointe understands that unforeseen circumstances sometimes warrant a late pick-up and therefore grants a twenty minute grace period. After the grace period, Pointe Schools' personnel will try to contact adults listed on the student's information card and Student Information Change Update Form. If no response is received and the student has not been picked up within thirty minutes of the end of school hours or an activity, the school representative will contact local law enforcement and have the student taken into custody until a parent or guardian can pick the student up.

Regular Drop Off Procedures

Route A: Parents dropping off Orange Room students, Red Room students, and White Room students will use the front driveway, staying in the left lane as they enter the parking lot. Students will exit the vehicle in front of room 101.

Route B: Parents dropping off Blue, Yellow, Purple, Pink, and Green students will use the back driveway, staying in the right lane as they enter the parking lot. Students will exit the vehicle on the basketball court area.

Early Bird Drop Off Procedures

Parents dropping off students enrolling in the Early Bird will use Route A, students must be dropped off prior to 7:15 am.

Pick Up Procedures

Route A: Parents picking up Orange Room, Red Room, and White Room will use the front drive.

Route B: Parents picking up Blue, Yellow, Purple, Pink, and Green students will use the back driveway beginning at 3:00 pm.

Release Times

White Room (101) - Kindergarten students and siblings	3:00
Red Room (103)	3:00
Orange Room (102)	3:05
Blue Room (104)	3:05
Yellow Room (105)	3:10
Purple Room (Cafe)	3:15
Pink Room (204)	3:20
Green Room (302)	3:25