

Shiloh Christian School Student Drop-Off/Pick-Up Procedures

The school day begins at **8:25 a.m.** and ends at **3:10 p.m.** Students can be dropped off at 7:30 am and picked up no later than 3:30 p.m. at the Commons Main Entrance. The school office is open from 7:30 a.m. to 4:00 p.m. Breakfast is available in the Commons Area from **7:30-8:00 a.m.** Students are expected to go outside from 8:00-8:20 a.m. and students will be supervised during this time. Classrooms are open at 8:20 a.m.

If students need to be dropped off earlier than 7:30 a.m. and/or need to stay after 3:30 p.m. they must be enrolled in our Before/After Care Program overseen by CREA.

Please follow the **ONE WAY** and **DO NOT ENTER** signs for everyone's safety.

Drop Off Options:

- 1. To drive through to drop off your child**, please use the Commons main entrance. **Vehicles are not permitted to park next to the sidewalk between 7:30 and 8:30 am.** We must keep the traffic flowing during this time.
 - If possible, please have your child exit through the passenger side of the vehicle closest to the front sidewalk. If this is not possible, please have your child cross *in front* of your vehicle to the sidewalk or front entrance.
- 2. To walk your child into the building**, please use the following procedure:
 - If walking your child inside the building, please park your vehicle in the parking lot.
 - Use the crosswalks to move from the parking lot to the sidewalk.
 - Enter through the Commons main entrance and either send your child to their classroom or walk your child to their classroom.
 - Please do not park in **Handicapped spots unless authorized to do so.** We want to keep these areas open for those with disabilities. Those who do not have an authorized handicapped vehicle may be fined.
 - Please do not park in **Skyhawktion spots.** These have been purchased by families at our annual Skyhawkktion event.

Pick-Up Options:

- 1. To drive through to pick up your child**, please use the Commons main entrance. **Vehicles are not permitted to park next to the sidewalk between 3:00 and 3:30 p.m.** We must keep the traffic flowing during this time.
 - Line your vehicles up based upon the photo below. We will begin the movement of the Pick-Up line at 3:10 a.m. Please follow the guidance and direction of our parking attendants. You cannot use this option if you are picking up middle/high school students as they get out of school later. You must park in the parking lot for this purpose.
- 2. To walk in and pick up your**, please use the following procedure:
 - If picking up your child inside the building, please park your vehicle in the parking lot.
 - Use the crosswalks to move from the parking lot to the sidewalk.

- Enter through the Commons main entrance and wait for your child to be sent to you. All K-5 children are assembled in the Commons.
- Please do not park in **Handicapped spots unless authorized to do so**. We want to keep these areas open for those with disabilities. Those who do not have an authorized handicapped vehicle may be fined.
- Please do not park in **Skyhawkktion spots**. These have been purchased by families at our annual Skyhawkktion event.

