

# Eagle Ridge Academy Parent Drop-Off and Pick-Up Procedure | 2018-19

---

When picking up after school, parents will have **two options** of how to receive students: **parking lot pick-up** or **pick-up inside of school**. Read below to see how the process for each option will work. There is also a map on the back of this sheet to explain the process. *Please note that the process is different for students in grades K-5 and in grades 6-12. Grade K-5 students **will have pick-up numbers**. Grade 6-12 students will not. Please be respectful to our staff; they are here for the safety of your children.*

## K-5 Students

*Doors to the school open at 7:30 am. Students in grades K-5 will be released at 3:00 pm.*

### **A.M. Drop-Off:**

1. Enter the ERA parking lot by driving straight through the west entrance off of Bren Road West (marked on map).
2. Drive forward to enter the curbside drop-off lane (right lane) and pull to the curb letting your student out. Please move ahead as far as possible to fill in gaps in this lane. Students will only be allowed to exit cars in this lane, not the passing lane (left lane); **children must exit from the passenger side** of the car.
3. Once you have dropped off your student, exit the parking lot by merging to the passing lane (left lane) and following signals out of the parking lot.

### **P.M. Parking Lot Pick-Up:**

1. Have your child's pick-up number displayed in your car window as you enter the ERA parking lot by driving straight through the west entrance off of Bren Road West (marked on map).
2. Drive forward to enter the curbside pick-up lane (same as drop-off) and pull to the curb waiting for your student (we will have called your number by the time you get to the curb). Please move ahead as far as possible to fill in gaps in this lane. **Please note, this zone is for pick-up and drop-off only. Cars parked for an extended period of time will be asked to move to expedite the process for all.**
3. Once you've retrieved your student, pull into the bypass lane (left) and exit the parking lot.

### **P.M. Pick-Up Inside of School:**

1. Park in a designated parent parking space. Do not park in the handicapped stall without a permit.
2. Enter the school through the Main Entrance (Door 2).
3. Communicate your child's pick up number to the supervising staff member
4. Your child will be called from their classroom to meet you in the Forum

*If you must **get out of your car to unload your child** during carpool, **you must to utilize the parent parking option** rather than parking in the carpool lane. If you park, you **must** have your child walk into the building using the cross walks. Do not drop off your child in this area from an idling car.*

## 6-12 Students

*Doors to the school open at 7:30 am. Students in grades 6-12 will be released at 3:10 pm.*

### **A.M. Drop-Off:**

1. Enter the ERA parking lot by driving straight through the west entrance off of Bren Road West (marked on map).
2. Drive forward to enter the curbside drop-off lane (right lane) and pull to the curb letting your student out. Please move ahead as far as possible to fill in gaps in this lane. Students will only be allowed to exit cars in this lane, not the passing lane (left lane).
3. Once you have dropped off your student, exit the parking lot by merging to the passing lane (left lane) and following signals out of the parking lot.

### **P.M. Pick-Up:**

1. Enter the ERA parking lot through any entrance.
2. Park in the designated "Parent-Parking" spaces (see map). **Your student is then able to walk out to your car using the crosswalks in the parking lot.**
3. Once you have retrieved your student, exit the parking lot.

**See map on other side of page.**