

Lower School (LS) Drop Off & Pick Up Map*

¹ Parents with both LS and US students must follow the upper school drop-off procedures – see US/LS Traffic Plan.





Lower School (LS) Drop Off¹

Drop Off: 7:30-7:55 a.m.

LS Class Begins: 8:00 a.m.

¹ Parents with both LS and US students must follow the upper school drop-off procedures – see US/LS Traffic Plan.

1. Morning Arrival: GH Irving opens for LS students at 7:30 AM. **No LS students are allowed on campus prior to 7:30 AM unless they have arrived with an Upper School (US) sibling/carpool (then follow US/LS Traffic Plan).**

- a. **Student Entrance:** Beginning at 7:30 AM, the doors of the building open for K-5 students. **No parents are allowed to enter campus and walk their students to class.**
- b. Students are to proceed to their classroom unless they are eating breakfast.
- c. Breakfast will be served at 7:40 AM in the Commons; students will proceed to class when finished eating.

2. Morning Entrance: Lower school parents must enter the driveway from Skyway Circle “south” (Skyway circle has two entrances: the northernmost entrance is for upper school families; the **southernmost entrance is for lower school families**. For reference see fig. 2 below). **All traffic must turn left into the lot from Skyway Circle. Right hand turns from Skyway Circle will not be allowed.** Cars must proceed upwards towards the south entrance of the building.

3. Drop Off: The traffic line will split into 2 lanes for drop off. **Vehicles will pull up to the designated area (marked in blue on the map) and drop off their student(s).** Staff will take students from the cars to the south entrance. **When all students have been cleared from vehicles, cars may proceed to exit. Please follow closely the directions of the staff. Do not move forward until instructions have been given.** Parents are required to remain in their cars when dropping off through the queuing lane. After dropping off, parents should pull forward

¹ Parents with both lower and upper school students must follow the upper school drop-off and pick-up procedures.



and then head east to exit on Skyway Circle. Cars should not exit onto Story Rd or Beltline.

Please do not use your cell phone while you are in the queuing lane.

4. Parent Parking: During drop off, parents should only park in the lot designated as “P” on the map. No parking is allowed outside this designated area. Parking and walking a student to class is not allowed during morning drop off except for extraordinary circumstances. **Parents of kindergartners will be allowed to walk in their students for the first week.**

5. Late Arrival: Parents who arrive after 7:55 AM must walk their students to the front desk and sign them in.

Lower School Pick Up*

**If you have students or carpool in the US, please see refer to the
US/LS Traffic Plan.*

Please carefully read this procedure while looking at the Map above.

1. **Afternoon Arrival:** The K-5 dismisses at 3:30 pm. To ensure a quick and efficient pick-up of students, **please post your pick-up/carline visor in the windshield or on a sun visor so it is visible to staff.** You will be provided with several copied of the carline visors on Meet the Teacher night, and additional copies can be requested at the Front Office. **If you forget your tag, you must park and enter the Front Office.**
2. **Afternoon entrance:** All parents must enter the lot from Skyway Circle “south” (see fig. 2 below). **Parents may not enter the drop off line from Story Rd or Beltline.** All traffic must turn left from Skyway Circle. Right hand turns onto Skyway Circle are only allowed at Exit.
3. **Pick Up:** The traffic line will split into 2 lanes for pick up. Vehicles will pull up to the designated pick-up section (area marked blue on the map). Staff will guide students to the cars from the south entrance. **When all students are safely secured in vehicles, cars may proceed to exit.** Please follow closely the directions of the staff. Do not move forward until instructions have been given.
4. **Afternoon exit:** All vehicles must exit again unto Skyway Circle and turn right towards the Skyway Circle loop.
5. **Campus close time:** All students must be picked up by 4:00 pm, **when faculty supervision ends.** After 4:00 pm, students who are still on campus waiting to be picked up will be required to attend Athenaeum, a paid after-school program as stated in our "Late Parent Arrival Policy" document.