

VALLEY CHRISTIAN ELEMENTARY ARRIVAL & DISMISSAL PROCEDURES

Morning Drop Off Process

Those participating in our Before Care program may begin to arrive at 7:00 am. Families can enter from Guadalupe Rd. and park closest to the main entrance (with keypad code) to escort their children to the designated check-in station.

Otherwise, the following steps are required for morning drop off (car riders):

- The regular drop off process for car riders (exclude morning care) begins at 8:10 am
- Car riders will enter Valley Alley directly off Guadalupe (adjacent to tire center)
- Ensure school-issued car tag is displayed (hangs from rear view mirror inside the vehicle)
- Exercise extreme caution and lower speed approaching the designated drop off area
- Drivers may briefly step in and out of their vehicle to assist small children (if necessary). Otherwise, all drivers must stay in their vehicle to create a safe and organized drop off process.
- All drivers should avoid the distraction of cell phone use while dropping off their children.
- Drivers exit via the church parking lot (may not turn right to exit directly behind the school)
- Approach the stop sign in the church parking lot; take a left onto South River Road or a right onto South Price Rd.
- All late arrivals (after 8:25 am) will park, escort their student(s), and enter through the main keypad entrance and check in at the office.

Pick Up Process (Exclude Friday)

Those participating in our Aftercare program may begin to arrive at 3:45 pm but no later than 6:00 pm. Aftercare families may enter from Guadalupe Rd. and park closest to the main entrance (with keypad code) to escort their children to the designated check-in station.

Otherwise, the following is required for the afternoon pick up (car riders). The car rider line/pickup up process works the opposite of the morning drop off procedures (entry/exit).

- Pickup process begins at 3:30 pm via car rider line (numbers not called until 3:35 pm)
- Families must turn onto South River Road via Guadalupe Road (no alternate route)
- Ensure school-issued car tag is displayed (hangs from rear view mirror inside the vehicle)
- Make first right into the church parking lot directly across from East Libra Drive
- Slow down and follow directions given by dismissal team members
- Drivers may briefly step in and out of their vehicle to assist small children (if necessary). Otherwise, all drivers must stay in their vehicle to create a safe and organized drop off process.
- All drivers should exercise caution and patience while avoiding the use of cell phones during the dismissal process.
- Cars will leave the dismissal area via Valley Alley (adjacent to tire center)
- Turn right on Guadalupe Road (no left turn permitted)

- All drivers will need to stay in their vehicles to create a safe and organized process
- Drivers may briefly step in and out of their vehicles to assist small children (if necessary).
- Drivers will exit via Valley Alley onto Guadalupe Rd.

Family Friday Dismissal Process (Half Day)

To encourage community with our families, we will have “Family Friday” at Valley Christian Elementary. These afternoons will be an opportunity for parents to park (designated area of the church parking lot only) and come onto campus to pick up their children. This is great opportunity to greet other families and the amazing teachers/staff (briefly). VCES dismiss each Friday at 2:00 pm unless previous notification is given to families. It is the responsibility of the parent/guardian to arrange for the prompt pickup of his/her student. Students who are not picked up using the regular dismissal process are taken directly to the aftercare program at the expense of the parent(s). The aftercare program is available until 6:00 pm.

Family Friday Pick Up Process (Friday Only)

- Family Friday afternoon arrival (for non-aftercare students) begins at 2:00 pm
- Families must turn onto South River Road via Guadalupe Road (no alternate route)
- Ensure school-issued car tag is displayed (hangs from rear view mirror inside the vehicle)
- Make first right into the church parking lot directly across from East Libra Drive
- Slow down and follow directions given by dismissal team members
- Families will park in the designated church parking area (far end of the parking lot)
- Families exit their vehicle and enter (bring car tag) via Trojan Tunnel
- A designated staff member will verify car tag matches the correct student (safety protocol)
- Parents proceed to their child’s designated classroom(s) (K-4 classrooms; middle school students from middle school building- in front of lockers).
- Parents escort students back through Trojan Tunnel to the parking area
- Cars should exit the campus from the church parking lot onto South Price Rd.
- All families must depart campus with their children by 2:30 pm. This departure time will allow weekly faculty meetings and professional development to begin on time for teachers.
- Aftercare will be available until 6:00 pm (use regular aftercare pickup process)