

Morning Drop off Procedures 2022-2023

NOTE: Traffic flows in one direction during 7:00 am - 8:30 am & 2:30 pm - 4:00 pm.
Entering on the Far East Entrance & exiting at the South West exit.

- **Building is open at 7:30am and the tardy bell rings at 8:00am.**
- When approaching campus, please enter the parking lot at the far east entrance closest to the residential fence line following traffic. Please refrain from using the Training Depot entrance as this is for pick/drop off of Training Depot children ONLY.
- As you drive around the back of the building, stay to your left closest to the building. The left lane will guide you under the awning at the STMC where teachers will assist your student out of your vehicle and into the building.

Please remain in your vehicle during drop off to assure safety.

- After dropping off your student, carefully exit south toward E Main St. forming two lanes.
- **REMEMBER!** When exiting campus, the right lane must turn right & and the left lane must turn left.
- When dropping off students at the South/Main Entrance, please find a parking spot marked "GUEST" or a non-numbered space to allow students to unload. This keeps students safe from traffic in the South parking lot. ***Please do not drop off at the curb.***
- **After the 8:00 am bell, ALL STUDENTS must enter via South/Main Entrance & sign in at the security desk. No exceptions.**

After School Pick-up Procedures

- The iron gate located @ the North East corner of the property will be opened between 2:35pm-2:55pm. The line up starts there with two lanes, side - by - side. Security will open the gate and guide traffic to the pick up location on the West side of the building.
- *From 3:00-3:40 pm - Elementary students* will be dismissed through the elementary hall doors on the West side of the building. Teachers will be escorting students to their vehicles.
- **Please remain in your vehicle.** Parents who don't want to use the pickup line may park in "Guest Parking" at the South/Main entrance. After checking in with security, the student will be called to the front for pick up.
- *From 3:15-3:40 - Elementary students waiting for older siblings* will be supervised by teachers in the STMC gym until the older sibling picks them up, in which the older sibling is responsible until picked up by parent/guardian.
- *At 3:40 pm - All students* remaining will be relocated to Room 226 with Ms. Morquecho for an extended care program.
- *From 3:30 - 3:50 pm - Secondary students* will be dismissed from the **STMC**.
- *At 4:10 pm - all secondary students (and their elementary siblings)* that are not picked up by a parent will also be relocated to Room 226 with Ms. Morquecho's program. **NOTE:** This is the only alternative for students on campus after 4:10 pm.
- **Student athletes** waiting for athletic activities after school, must use Ms. Morquecho's extended care program if they haven't made previous arrangements with their coach. The same charges would apply. Parents need to make arrangements for the timing of release for the athletic event with Ms. Morquecho. The extended care is only available until 5:30 pm.