



## CHESAPEAKE SCIENCE POINT PUBLIC CHARTER SCHOOL

### Drop-off and Pick-up Procedures

#### Morning Arrival 8-8:15 am

Students are to be in class in their seats and ready to start the day at 8:20 am.

1. Students and parents are to follow the direction of all staff members directing the flow of traffic.
2. The drop-off time is no earlier than 8:00 am at the back of the building. Do not drop off students before 8:00 am. Drivers are to follow the established parking flow.
3. Students are not allowed to exit the car until they reach the designated drop-off area. This is extremely important for the safety of all students. Those that break this rule will be referred to administration under the referral code "Unsafe Actions."
4. All students must be in the building by 8:18 am to give them time to get their lockers and report to class on time. **After 8:15 am all students must enter through the front doors.**



- Enter using the far right gate.
- Keep right and drive to the back end of the parking lot.
- Turn left and loop around the side of the building.
- If cars are behind you, drive to the last cone or as far as you can.



- If cars are behind you, drive to the last cone or as far as you can.
  - **Drop off:** Drop your student off they will walk in the back cafeteria entrance.
  - **Pick up:** Place the paper with the student's name so it is visible. The students in the cafeteria will be sent out.



**PLEASE SEE AFTERNOON PROCEDURES BELOW. BE SURE TO SHARE THIS INFORMATION WITH ANYONE PICKING UP YOUR STUDENT IN YOUR ABSENCE. THIS ENSURES A SMOOTH PROCESS FOR ALL PARTIES.**

### Afternoon Dismissal 2:45 – 3:05 pm

Parents are to pick up their children no later than 3:05 pm

1. All high school car riders report to the gym lobby unless riding home with a middle school student.
2. All middle school students and high schoolers who ride with them report to the cafeteria and sit. The students are to sit quietly and listen for their number to be called for dismissal.
3. At 3:05 pm, regardless of weather conditions, all students waiting for their ride will exit the building. (AACPS Rule)
4. Once students exit the building at the end of the day, there will be no re-entry for any reason.

### Afternoon Traffic Flow:

1. High school traffic will enter through the far-left gate. Please use your left turn signal so that other parents may go around you. This will help the line move faster.
2. Students cannot walk off campus with or without an adult until after 3:05 pm.
3. Middle school traffic will enter through the far-right gate.
4. Cars must be entirely in the pick-up zone before students can load the vehicle.
5. Everyone shares the same exit gate, teachers and staff include

