

Parking Lot Flood Protocol For Families

In the event that the parking lot is flooded in the morning before the school day starts, there will be **no parking available for parents**. Students are to be dropped off only. Please follow the protocol below:

- An all-school email and text will be sent to activate the Flood Drop-Off Plan. This will include a request that high school students be driven and dropped off rather than drive themselves unless absolutely necessary, due to a lack of safe parking.
- Teachers & Staff will arrive by 7:30am and will be in their classrooms ready to receive students by 7:45am.
- HS Students who must drive need to arrive at 7:45am and will be directed to park along the curb in front of the lower bus stop (heading in the opposite direction from normal flow of traffic) and from bottom of exit road to upper bus stop. The rest of the HS students should follow the drop off schedule below.

Drop off times for upper drop off area:

- HS & 7-8 drop off: 7:45am - 8am and walk directly to class
- 4-6 drop off: 8am-8:15am and walk directly to class
- 1-3 drop off: 8:15-8:30am (3rd graders will walk themselves to class; staff will be present to collect 1st & 2nd graders and escort them to their class as well as being available to help any 3rd graders who need it)
- Kinder drop off: 8:30-8:45am - Kinder teachers will be present to collect the children and walk to class with assistance as needed from staff
- PS drop off: 8:45 – 9am - PS teachers present to collect the children and walk to class with assistance as needed from staff
- If you have more than one child, plan to drop off children at the older student/early time, as teachers will be ready to receive students starting at 7:45am (including kindergarten).
- Please consider carpooling as much as possible, even meeting up with other families at nearby spot.

For Pick Up at the end of the school day when parking lot is flooded:

In the event that the parking lot is flooded during the school day, there will be **no parking available for parents**. Students are to be picked up only. Please follow the protocol below:

- An all-school email and text will be sent to activate the Flood Pick-Up Plan.
- Pre-School parents arrive to upper bus stop at 12:30pm. Teacher walks class to upper drop off at 12:30pm to deliver to parents. If on Thursday, time shifts to 12:15pm.
- Kinder parents arrive to upper bus stop at 12:45pm. Teachers walk classes to upper drop off at 12:45pm and staff help deliver students to parent's cars. If on Thursday, time shifts to 12:50pm.
- First Grade parents arrive at upper bus stop at 1pm. First grade teacher to walk class to upper

drop off at 1pm and staff to help deliver students to parent's cars. If on Thursday, time shifts to 12:30pm.

- Grades 2 – 4 parents arrive to upper bus stop at 2:45pm. Teachers walk classes to upper drop off at 2:45pm and staff to help deliver students to parent's cars. If on Thursday, time shifts to 12:35pm.
- Grades 5 – 6 parents arrive to upper bus stop at 3pm. Teachers walk classes to upper drop off at 3pm and staff to help deliver students to parent's cars. If on Thursday, time shifts to 12:45pm for 5th & 6th grades only.
- Grades 7 – 8 parents arrive to upper bus stop at 3:10pm. Teachers walk classes to upper drop off at 3:10pm and staff to help deliver students to parent's cars.
- High School parents to arrive to upper bus stop at 3:20pm. High school students walk to upper bus stop at 3:20pm for pick up.

- If there you have more than one student in grades 2 and up, pick up both students at latest time. Younger sibling will wait with teacher or staff.
- If your student is going to after care, either an after care staff member will pick them up at their classroom or their teacher will send them to after care (see below for after care pick up instructions).
- Any students K-8 not picked up from the teacher at the upper bus stop by 3:25pm will be checked in to after care.

For after care pick up

- Parents should park along the track (which will be cleared of staff/faculty cars after 3:30pm) and walk to after care to sign their student(s) out.