



## STUDENT DROP-OFF/PICK-UP PROCEDURES

- ⇒ All drivers will enter through the new parking lot road east of the original entrance which has now become the exit. (note that all traffic is one way)
- ⇒ There are two traffic lanes. The drop-off lane runs alongside the sidewalk and students may be dropped off there. The second lane is for cars to pass and exit the parking lot.
- ⇒ Once your student is dropped off, or picked up, please move to correct lane to exit: left lane for left turn only, right lane for right turn only.
- ⇒ If you need time with your student(s), or you want to walk them to/from the building, park in the parking spaces so that traffic can continue to flow.
- ⇒ Staff will be outside to monitor traffic and ensure safety.
- ⇒ Students should be dropped off between 7:20 AM and 7:45 AM, in order for them to be on time and in their homeroom by 7:55 AM.
- ⇒ Before 8:00 AM, the front door is only for those arriving on the Springfield School busses.
- ⇒ After 8:00 AM, the PVCA parking lot door will be locked and access to the building will only be through the front door.
- ⇒ Student drivers will continue to park in the Evangelical Covenant Church parking lot and then enter through the front door.
- ⇒ All students will be picked-up at the PVCA parking lot door when school is dismissed at 2:35 PM. Drivers in the pick-up lanes should remain in their cars at all times. If you need to enter the building, please park your car in the designated parking area.
- ⇒ Pre-school parents need to park and come inside to pick up their children from the classroom.
- ⇒ Please be sure to only cross the traffic lanes in the designated crosswalk area.