



*Concordia Lutheran School*

## NORTH CAMPUS

### **DROP OFF / PICK UP PROCEDURES**

#### **6:30-7:45 AM**

You may drop children off at the Southwest entrance (in the front parking lot next to the CLS North sign) prior to 7:45 AM.

#### **7:45-8:20 AM**

From 7:45 AM until school starts, the only unlocked entrance to the building will be the church doors on the Middlebelt (east) side of the building. From 7:45-8:00 children are to report to the gym; after 8:00 they may go directly to their class. After 8:20 children are to report to the office for a Tardy Pass.

If you walk in with your child(ren), please feel free to park in the main lot.

**PLEASE do not park in the driveway.**

#### **After 8:20 AM**

After school begins, the church doors will be secured. Any student or parent needing to enter the school should come to the main entrance between the church and school (courtyard door) and ring the bell.

**Please note: from 8:20 AM-3:25 PM all doors are locked. You will need to ring the doorbell to enter.**

#### **3:25-3:35 PM**

All K-4 students will be dismissed at 3:25 PM. Students who know they are to go to Extended Care will report to that room when they are dismissed. All parents are asked to stay in their vehicles and form a line heading south on the east side of the building. Your children will be escorted to you by a teacher when you pull up to the pick-up zone. Any students remaining at 3:35 PM will be taken and signed in to Extended Care and may be picked up by entering the school through the Southwest entrance.



## Concordia Lutheran School

# SOUTH CAMPUS

## DROP OFF / PICK UP PROCEDURES

### 7:00-7:30 AM

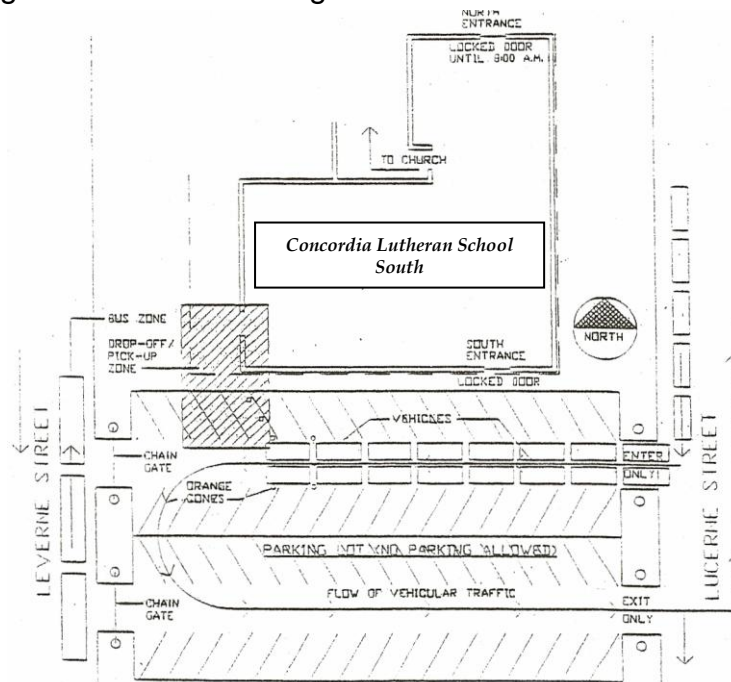
You may drop children off at the Orangelawn entrance on the north side of the building prior to 7:30 AM.

### 7:30-8:00 AM

From 7:30 AM until school starts, the only unlocked entrance to the building will be the west side gym doors by the playground. Parents are asked to stay in their vehicles and form one line of cars only. Students will report to the gym; after 7:45 (when their teacher has released the class from the gym) they may go directly to their class. After 8:00 students are to report to the office for a Tardy Pass.

### After 8:00 AM

After school begins, all doors will be secured. Any student or parent needing to enter the school must use the Orangelawn entrance. Ring the bell for entrance.



**Please note: from 8:00 AM-3:05 PM all doors are locked. You will need to ring the doorbell to enter.**

### 3:05-3:15 PM

All 5-8 students will be dismissed at 3:05 PM. Students who know they are to go to Latchkey will report to that room when they are dismissed. All parents are asked to stay in their vehicles and form two lines in the parking lot as in the diagram above. Your student will be escorted to you by a teacher when you pull up to the pick-up zone. Please exit the parking lot as shown in diagram. Any students remaining at 3:15 PM will be taken and signed in to Latchkey.