



Concordia Lutheran School

NORTH CAMPUS

DROP OFF / PICK UP PROCEDURES

6:30-7:59 AM

Students enter Extended Care through the west door facing Eight Mile. The student will ring the bell, parent show your phone screen from the app (explained on another page), and wait while the Extended Care worker checks your child's temperature. When the child enters, parent may leave.

After 8:20 AM

After school begins, the doors will be secured. Students who are late will come to the Extended Care door and ring the bell. Mr. Pichan will come to the door, look at the parent's phone screen, and check the student's temperature.

Please note: from 8:20 AM-3:25 PM all doors are locked. Parents and visitors are not allowed in the student area. If necessary to enter, use the court yard door and go directly to the church office.

3:25-3:35 PM

Students will be dismissed at 3:25 and will exit by the far west doors. Parents stop your car, open the door for your child, and leave the lane when your child is in the car and seat belts are fastened.

Students who have not been picked up by 3:35 will be taken to Extended Care.

Please note: Sign-in time for all students who go to Extended Care will be 3:30 for the sake of billing uniformity (whether they go directly there at 3:25 or wait in car line until 3:35).



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. Please take a screen shot of the report on your phone and text it to Robyn Wiggins, 313-289-6632, before you leave home. Then your student will come in.

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. Again, please take a screen shot of the report on your phone and text it to Robyn Wiggins, 313-289-6632. 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 AM

Please note: from 8:00 AM-3:05 PM all doors are locked. Parents and visitors are not allowed in the student area. Your child will need to ring the doorbell at the Orangelawn Entrance 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. Your student will be escorted to you by a teacher when you pull up to the pick-up zone. Any students remaining at 3:15 PM will be taken and signed in to Latchkey.

Please note: Sign-in time for all students who go to Latchkey will be 3:10 for the sake of billing uniformity (whether they go directly there at 3:05 or wait in car line until 3:15).