

York Preparatory Academy

**ELEMENTARY SCHOOL DROP OFF AND PICK UP POLICY**

**DROP OFF POLICY**

During morning drop off, form two lines and proceed to the back of the Elementary School. Remember the speed limit is 10 mph. The first cars will stop by the end of the fence, keeping a minimum distance of five feet between stopped vehicles (enough room for students/staff to walk between). Be sure to place your vehicle in park. Follow staff instructions of when it is clear to release students and when it is clear to pull forward. DO NOT drop off your child in front of the school when the drop off line is open. When the drop off line is closed you must park in the front of the Elementary School and walk your child to the cross-walk. DO NOT stop your vehicle in the roadway of the parking lot to release your child. Failure to follow these instructions can result in receiving a fine against your account here at the school.

**PICK UP POLICY**

During afternoon pick up, DO NOT pull on campus any earlier than thirty minutes prior to pick up (M-T 2:05, F 12:30). Wait for a staff member to pull to the waiting area at Golden Gate and Belle Regal to follow behind the school for pick-up. Remember to place your placard on the dash where it can be read by staff. Keep a minimum distance of five feet between stopped vehicles. Place your vehicle in park and follow staff's instructions. DO NOT come to the front of the Elementary School to pick your child up instead go through the car line. Also, no early pick-ups before one hour of dismissal unless it is an emergency or you have spoken with the receptionist earlier in the day about an appointment. Failure to follow these instructions can result in receiving a fine against your account here at the school.

\*\* DO NOT USE CELL PHONE WHILE IN LINE

\*\* NO SMOKING OR VAPING ON CAMPUS