

ASA LOWER CAMPUS DROP-OFF PROCEDURE

ALL CARS

- Entrance to ASA lower campus at Diamond should be via Evelyn St. ONLY. This helps tremendously with the flow of traffic and safety to our students. This is marked by the green arrows on the map.
- To exit the lower campus, please use the drive south of the school building near the garage. This too is marked by the green arrows on the map.
- Please do not use the drive between the church and school. This drive is designated for the use of the bus before and after school and the 11:30 AM preschool dismissal. This is marked by the red "X's" on the map.
- If you need to park to drop off students or conduct school business, please use the side parking lot near the church or the back rows of the main parking lot. These spaces are marked in pink on the map.
- Please do not pass in the drop off lanes.
- Please do not leave your car or park along the drop off lane; even for a minute. Use Parent Parking in the main parking lot to the west of the building (overlooking the park). Enter through Evelyn Street driveway.

PRESCHOOL

Drop Off

- Please park in the parking lot in front of the main entrance.
- All students enter through the main entrance (DOOR #1)
- Sign your child in at the appropriate classroom.

Pick Up

- Normally, students being picked up at 11:30 AM will be dismissed between the church and school. This area is designated by the red "X's" on the attached map. Students being picked up at other times will need to be signed out from their classroom.
- Please park in the main parking lot and enter through Door #1.
- Due to the K-2 dismissal at 3:15 PM, the main parking lot will be blocked from 3:00 - 3:30 PM. If you are picking up between 3:00 and 3:30, please park in the lot by the church.

K-2

Drop Off (8:00 AM-8:15 AM)

- Drop off students at the cones by the main entrance (DOOR #1) and exit through the South driveway on the South side of the school.
- Pull up as far as possible in the drop off lane when no cars are ahead.
- Please have students ready to go before pulling up. (Backpack, lunch, coats ready, etc.)
- Students arriving before 8:00 AM will be sent to Saints Club.
- Students arriving after 8:15 AM need to be signed in by a parent in the school office.

Pick Up (3:15 PM)

- Please enter through the Evelyn Street entrance and form 3 lines, side by side, in front of the cones by the main entrance. See the blue lines on the map.
- Students will be assisted into the cars and cars will be released as soon as it is safe for the children. Please wait for your line to be released by the staff before moving. Please do not pass in the lines.
- Parents must remain in cars so that the car rider dismissal runs smoothly and efficiently.
- Parents who have business in the school, please enter through the Evelyn Street driveway and park in the Parent Parking Area on the west side of the main parking lot.
- Students not picked up at 3:15 PM will be sent to Saints Club.

