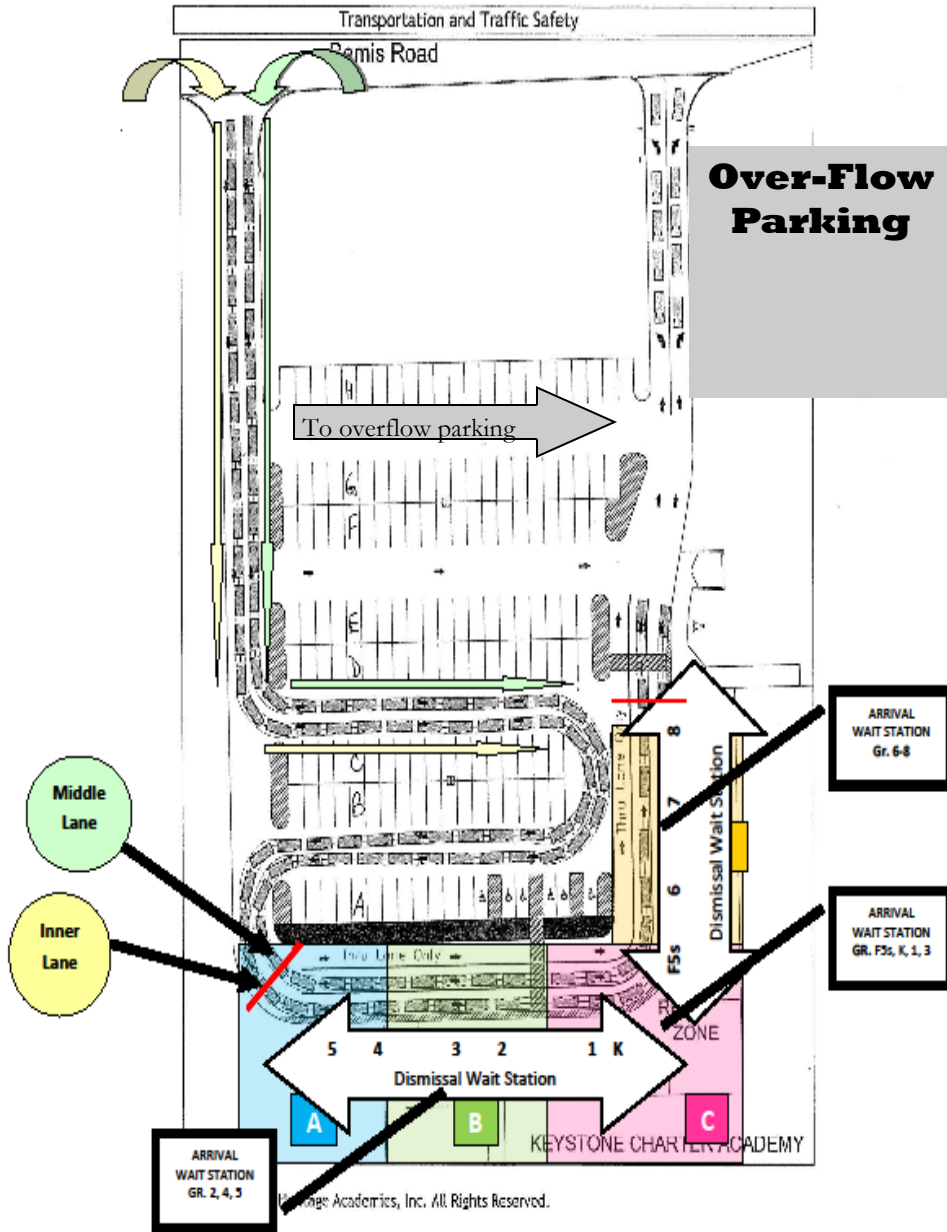


SCHOOL ZONE



Keystone Academy

*Instructions
For
Drop-Off & Pick-Up*

General Information

Arrival

(a.m.) Y5's-K-8th grades

Doors Open 7:50 a.m.

Class starts promptly at 8:00 a.m.

(p.m.) Y5's-K

Doors Open 11:50 a.m.

Class starts promptly at 12:00 p.m.

Dismissal

(p.m.) Y5's-K-8th grades

Begins at 3:20 p.m.

Ends at 3:30 p.m.

(a.m.) Y5's-K

Begins at 11:15 a.m.

Ends at 11:25 a.m.



PLEASE NOTE:

- *Students arriving after class start times will be considered tardy.*
- *Students picked up after the dismissal window will incur costs associated with after school-care. (\$5.00 per child for every ten minutes of supervision)*

GENERAL PARKING LOT GUIDELINES

- A staff member will guide students to and from their vehicles.
- Follow staff directions at all times.
- Drive slowly and watch for pedestrians in all areas.
- Cross only at the crosswalk near the middle school doors.
- Refrain from cell phone use.
- Model behavior appropriate for a school environment.
- Parking, dropping off, or picking up on Bemis is PROHIBITED by law.

Arrival Procedures

Curbside drop-off:

- Early arrivers proceed to your grade-level wait station (see map)
- Please follow the serpentine pattern and pull all the way forward to allow for maximum usage of curbside drop-off area.
- Students should remain inside the vehicle until a staff member greets them and guides them curbside
- Remain in your car at all times. Let a staff member know if you need assistance.
- Exercise extreme caution when using the thru lane.
- If you choose to park your vehicle you must walk your child into school. Park vehicles in designated spaces only (see map on back). Handicap spaces are reserved for drivers with a tag or plate.

Dismissal Procedures

Curbside pick-up:

- Student will be dismissed to grade level sections to await pick-up.
 - Older siblings and carpoolers will join the youngest member of their group. ONE stop only to facilitate continuous flow.
- Proceed slowly to the designated pick-up area: please follow the serpentine pattern and pull all the way forward to allow for maximum usage of curbside area.
- Accompanied by a staff member, students should enter cars safely. Parents are to remain in their car at all times. Let a staff member know if you need assistance.
- Exercise extreme caution when using the thru lane.

Special Inclement Weather Dismissal Procedure:

- Students wait in designated areas inside the school rather than outside if the weather does not permit students to be outside.
- Staff will ask for student names and relay that information inside.
- Students will then be sent out and escorted to cars.