

August 16, 2018

Dear Parents,

The Lord has blessed the academy again with an excellent enrollment this year! Whether new or returning, every family needs to be familiar with this year's drop-off and afternoon pick-up procedures.

The most important issue in protecting the safety of our students during drop-off and pick-up is your patience. We cannot risk the safety of our students because of the impatience of a few parents. Parents can help us by being very careful in the parking lots and by following the instructions of those directing traffic. **I cannot stress enough the importance of using the hanging name tag in your car.** The use of the hanging name tags speeds up getting students to their vehicles, and not using them really slows down the whole system. Even if you are a returning family, new staff members will be unfamiliar with your vehicle and other parents may own vehicles similar to yours. For these reasons, it is **required** that all cars in the traffic line use the name tags throughout the school year. Parents who do not use the name tags will be reminded. A lack of cooperation could result in further action. Our most important issue is the safety of the students, and your cooperation will be appreciated.

Morning Drop-Off

1. Students may be dropped off from 7 a.m. until 8 a.m. at the covered sidewalk in the east parking lot.
 - a. If you wish, you may drop children off in the west parking lot. Please follow the direction arrows in the parking lot. Entrance and exit in the west parking lot is on Dunn Road.
 - b. Please be considerate of others behind you wanting to drop off their children.
 - c. If you are parking and walking to the gym, please park in the spaces provided near the gym (there may not be any spaces available) or in the west parking lot. Do not park in the traffic flow areas and have your children walk through traffic. That is dangerous.
2. Please remember to:
 - a. Have your child exit the vehicle on the right side of the vehicle so they are not exposed to traffic.
 - b. Put your transmission in park before getting out to help your child.
 - c. Check in front and both sides of your vehicle before pulling away. (Small children can be difficult to see, especially by drivers in large vehicles.)
 - d. Never drop your children where they will have to walk through traffic alone.
 - e. Never leave your car unattended or parked in the drop-off lanes.

Afternoon Pick-Up

1. Dismissal time in the afternoon is 3:00 for all grades. No students will be brought out any earlier than 2:50.
2. Name tags for display in your car will be found in packets that you pick up at Open House. Using the tags will help us get your children to your cars safely and quickly.
3. Parents with only one child will pick up their child in the east parking lot.
 - a. The east parking lot opens for pick-up at 2:50 each day. Arriving earlier, intending to wait for dismissal time, is not an option, as this fills the parking lot and loop, backs up traffic on Midway Road, and prevents vehicles from being able to leave the parking lot once classes arrive at 2:55. Arriving early does not mean that your child will be the first to be dismissed.

b. In the past, "Castle," "Hospice," other businesses, and private residences called and complained that academy parents were parking in their parking lots to wait until our parking lot opened. This does not reflect well on our church and school. We want to be good neighbors, and we cannot allow our parents to continue this practice. If parents would simply not arrive until 2:50, traffic would flow without difficulty. If a parent finds themselves out early, it would be better to stop at a nearby fast food place and enjoy a Coke or coffee than to insist on clogging traffic on Midway Road or blocking our neighbors' driveways and parking lots.

c. If you have business with the offices just before pick-up time, please park in the west field and walk over to the office.

4. Parents with more than one child will pick them up in the west parking lot.

a. Those going into the west parking lot must turn on Dunn Road and then follow directions of staff workers. You will be directed down Dunn Road, onto a gravel loop stacking lane on our vacant property, and then into the west parking lot. This will prevent us from backing up cars on Dunn Road and Midway Road.

c. Please do not park on, block, or speed down Dunn Road. Our neighbors do not appreciate that behavior. We need to be good neighbors.

d. There will be someone directing traffic and helping you each step of the way. Be very careful and follow the directions of staff as they direct traffic. Patience is absolutely required.

5. Once you have entered the parking lot, please stay in the car line.

a. Your children will be brought to you as quickly as possible.

b. Please exercise patience.

c. If you intend to walk your children to your car rather than use the car line, you must park in the west field, not the paved parking lot. There will be staff members to guide you across the traffic of the car line in the west parking lot.

6. Patience is essential.

a. We can get our students picked up in 15 to 20 minutes, if all will be patient.

b. Road rage and/or reckless driving will not be tolerated, and you will be asked to withdraw from the school if patience is not shown.

c. The safety of the students is our utmost concern, and we cannot allow people to act foolishly.

Please keep in mind that traffic is often more congested during the first few days of school and during rainy day dismissals. To help relieve some of this congestion, there are a few options I would like to remind you of. Though all grades are dismissed to car line by 2:50 in the afternoon, students who are not picked up by 3:05 are brought into the gym for the Extended School Day program (ESD). As long as your student is signed out from ESD by 3:15, no charges are applied. Also, ESD does not end until 6:00 p.m., allowing for later pick-up times.

With the safety of our students as the utmost importance, we each certainly must do our part to demonstrate patient, responsible behavior. I appreciate your cooperation in this matter as we enjoy a new school year.

Sincerely,

A handwritten signature in black ink that reads "Matthew Tinsley". The signature is written in a cursive, flowing style.

Matthew Tinsley, Administrator