



Before and After School Drop-Off and Pick-Up Procedures

Dear GWA Families,

Before and after school drop-off and pick-up are our busiest times of the day and the safety of the students is our foremost concern. Consistent procedures for picking-up and dropping-off students help to maintain a safe environment for everyone. We highly recommend finding a carpool group to alleviate congestion. If you need help finding someone in your area to carpool with, please contact the front office.

General Guidelines

- No parking, dropping-off, or picking-up on 3000 East. This is a merge lane that helps cars to pull out and merge into traffic.
- The lanes in the front and back of the school are for parents who wish to drop off or pick up their child(ren) "curbside" without getting out of the car themselves, and are strongly encouraged for ease and efficiency of your carpool. The lanes were, more importantly, created with the children's safety in mind. When utilizing these pick-up and drop-off lanes, please stay in your vehicle. Do not park your car along the red curb.
- It is very important that your carpool group know where you will pick-up after school. Have older students find younger students and designate a place to wait (Front Side, Portable Side, or Back of School).
- Please pull all the way forward. When one car stops, it holds up the line behind them and slows down drop-off and pick-up for everyone.
- When exiting the GWA parking lot and back exits, it will be necessary to make a right turn only onto 3000 East. Please use the merge lane to keep traffic moving.
- Parents who wish to park their car and either walk their child in or pick up their student from the sidewalk may use the East Parking Lot (see map). If you park, you are responsible to escort your child to or from your car. No students will be released on their own to walk to the parking lot.
- Getting out of your vehicle to open the trunk, load backpacks, or to send another adult to retrieve a student slows down the drop-off and pick-up lanes and is not permitted. If you need to do this, you should park your vehicle as a courtesy to other parents and students.
- Please put your phone down during carpool. No call or text is more important than the safety of our students.
- Please leave early enough in the mornings to allow for your student to be inside the building before 8:15. Those arriving after the bell rings each morning will be rerouted to the office and marked 'tardy.' Students who are not picked up by 3:15PM on Monday-Thursday or 1:25PM on Fridays, will sit outside on the benches in the front of the building until their ride arrives. We ask for your courtesy in picking up your students promptly after school.

Drop off areas - There are three areas available for drop off and pickup. Please plan accordingly for your vehicle's exit/entry side and come from the correct direction. No students will be allowed to enter or exit their cars from the street side. They must enter or exit to and from the curb only.

- Front (Portable Side) – If you are coming from the north, we ask that you pick up in the front of the school on the portable side (students will need to enter/exit the car from the left hand side of the car). You will enter the middle lane from 3000 East and continue around to the portable side.
- Front (School Side) or Back of the School – entering from the south lane. If you are coming from the south, you have two options –
 - Pick up from the front of the school on the school side (student will need to enter/exit the car from the right hand side of the car) or
 - Pick up from the back of the school (students will need to enter/exit from the left hand side of the car or you may park in the dirt parking lot and meet your child at the north gate by the playground area).

