

Drop Off/ Pick Up Procedures

ALL vehicles entering RSA MUST follow the right entrance to the school. All vehicles must exit from the north end of the parking lot only.

REGULAR DROP OFF PROCEDURES (7:40 am – 8:00 am): Students are to arrive between 7:40-8:00 with students in Kindergarten - Lahey's 2/3 grade classes reporting directly to their classrooms by entering the building through the designated entry points (See Attached Map) and going in their classrooms back door. 3rd/4th - 8th grade students enter building through designated entry points and head to the playground where they will be supervised until the tardy bell rings at 7:55 a.m.

DROP OFF PROCEDURES- UNLOADING: Student unloading occurs in designated areas as indicated on Drop Off/Pick Up map. If you need to drop off in the front of the school (north side) – please pull all the way forward as directed by a staff member to the northernmost part of the school along the curb. If you drop off on the south side near the activity center, please follow directions from duty staff and pull all the way forward towards the “t” turn in the front of the school. If after you drop off students on the south side, you need to drop off students in the Front (north side), please remain in the right curbside lane to turn right towards the front-north side drop off area.

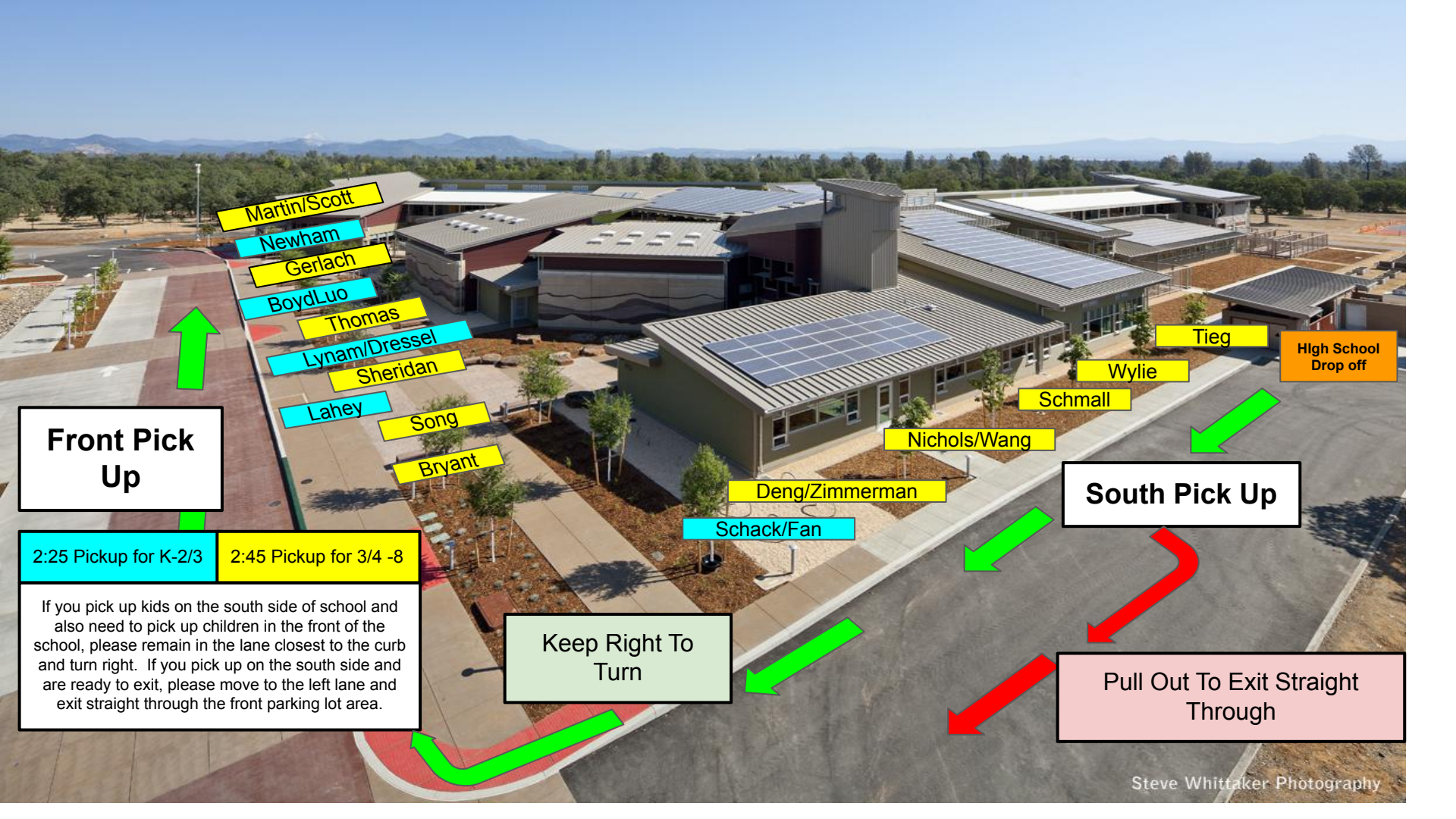
DROP OFF in PARKING LOT: Please pull into a parking spot to unload students. Students may walk to the cross walks escorted by parents or alone, depending on age and abilities of the students. DO NOT unload students from driving lanes. Students and parents should wait at the cross walk until directed to cross. To exit the parking lot, follow the traffic arrows to the parking lot north exit.

EARLY DROP OFF PROCEDURES: RSA offers a limited number of families who have students at multiple schools to drop their child off at 7:30 a.m. at the southside pick up location. Once dropped off students proceed through the library courtyard and walk to the main café where they will be supervised outside until 7:40 a.m. At 7:40 a.m. students will be released to go to their homeroom classroom OR the playground depending on their grade level.

PICK UP PROCEDURES for Kindergarten- Lahey's 2/3 Grade classes : (Regular Dismissal 2:25pm – 2:35pm; Minimum Day Dismissal 12:55 pm - 1:05 pm):

In front of school – Cars will form a single line and pull up to the curb on either the south or north designated pick up location. (Drop-Off/Pick Up map will identify by teacher which location to use). If you have students to pick up at both locations you start pick up at south wing and round the corner to the north wing to pick up second student. Cars are to follow all motions/directions given by the duty staff to avoid safety hazards. Students will load into cars and then all cars will leave either exiting west through the parking lot or continuing straight northwest allowing the next set of cars to fill the loading zones. Parents are encouraged to place a large sheet of paper indicating the names and grades of the children they are picking up. Parking Lot – Parents park in an appropriate parking space and must walk to the front of the school to pick up student. *Please use crosswalks.*

PICK UP PROCEDURES for 3rd/4th – Eighth Grade classes: (Regular Dismissal 2:45 p.m.; Minimum Day Dismissal 1:15p.m.) In front of school Cars will form single lines along the curbs on either the south or north designated Pick up locations. (Drop-Off/Pick Up map will identify by homeroom teacher which location to use). If you have students to pick up at both locations you start pick up at south wing and round the corner to the north wing to pick up second student. All lines for pick up will be single file and for the safety of all, students will not load in any middle lanes. *Drivers are encouraged to place a large sheet of paper in their window indicating the names and grades of the children they are picking up*, Drivers must comply with directions given by RSA staff. Parking Lot- Parents park in an appropriate parking space and use crosswalks to meet their child in front of school. Students dismissed at the 2:45 p.m. pick-up time may cross at the crosswalk to meet their family in the parking lot. Please do not block or park in the handicap parking spots unless you have the designated placard or license plate.



Martin/Scott

Newham

Gerlach

BoydLuo

Thomas

Lynam/Dressel

Sheridan

Lahey

Song

Bryant

Tieg

High School
Drop off

Wylie

Schmall

Nichols/Wang

Deng/Zimmerman

Schack/Fan

**Front Pick
Up**

2:25 Pickup for K-2/3

2:45 Pickup for 3/4 -8

If you pick up kids on the south side of school and also need to pick up children in the front of the school, please remain in the lane closest to the curb and turn right. If you pick up on the south side and are ready to exit, please move to the left lane and exit straight through the front parking lot area.

**Keep Right To
Turn**

South Pick Up

**Pull Out To Exit Straight
Through**

Redding School of the Arts

