

The Grande Innovation Academy Pick-Up Procedures

ABC's of Pick-Up

A: **ALERT** at all times

B: **BE** Patient

C: **CELL** Phone Zone **FREE!**

The Grande Innovation Academy has over 30 staff members conducting pick-up every day come rain or shine! Our #1 priority is getting every scholar into their car safely and efficiently. It's impossible to know every car and every family member, so please follow these directions precisely. The process goes smoothly when everyone follows ***the rules, the procedures and is patient.***

- Bussers and walkers are released at **3:55 p.m.** The bus will depart at **4:00 p.m.**
- All others released from classrooms at **4:00 p.m.**
- We will not release scholars during Protected Time (3:00-3:30 for kindergarteners and 3:30-4:00 for 1st-8th graders.)
- We will not allow scholars to walk across the parking lot unassisted. If you park you must walk to the location your scholar is waiting and pick them up.
- Walkers can walk with staff members to the Home Depot parking lot. We have Home Depot's permission to park there during pick-up.
- The information below contains important parking lot pick-up information and procedures for pick-up.

1st-8th Grade PICK-UP INFORMATION

Parking Diagram Information:

- Are you picking-up one or more scholars?
 - >>> **ONE** scholar follow the **BLUE** arrows
 - >>> **MORE** than one, follow the **ORANGE**



arrows

BEFORE Pick-Up:

- Place your pick-up placard displaying your child's name on the passenger side of the dashboard.
 - >>> Examples of how your Name Placard should look:

Single Scholar:

Scholar Name: Smith, Sally

Teacher: OWENS

Multiple Scholars/Carpools:

All Last Names:

Gomez, Smith, Lu

DURING Pick-Up Information:

1. Roll-down the front passenger window to communicate with the staff on pick-up duty.
2. Your scholar(s) will be placed in your car by a staff member.
3. Follow the directions of the staff on duty conducting traffic control.
4. Do not arrive earlier than 3:50 p.m. It's better to enter the pick-up line later than earlier. If the line overflows onto Peart you will be asked to park or drive around until there is room. You will **not** be allowed to block or idle in the right turn lane on Peart Road.
5. Pick-up is **OVER at 4:15** and your scholar will be placed in after care which is run by the Knight Academy. They will charge you for after care. The Grande Innovation Academy doesn't have staff after 4:15 to supervise your scholar. They will not be allowed to wait in the front office, as the office staff has other duties. We appreciate your understanding and cooperation in this matter.

Specific Pick-Up Information:

1. **SINGLES:** Upon entering, turn right and form 2 lines along the southern most lane. Your child will be brought to your car. You will exit following the **YELLOW** arrows merging with traffic from the carpool lane. **FOLLOW THE DIRECTIONS OF THE STAFF DIRECTING TRAFFIC.**
2. **SIBLINGS/CARPOOLS:** Upon entering proceed to the north median. Form 2 lines. Your scholar will be brought to you.
3. **Do not get out of your car or leave it unattended.**

KINDERGARTEN ONLY PICK-UP INFORMATION

1. Pick-up is at **3:30** along the NORTH curb.
2. Place your pick-up placard displaying your child's name on the passenger side of the dashboard.
3. Roll-down the front passenger window to communicate with the staff on pick-up duty.
4. Your scholar(s) will be placed in your car by a staff member.
5. Follow the directions of the staff on duty conducting traffic control.
6. **Do not get out of your car or leave it unattended**
7. If you arrive after 3:45 your scholar will be included in the **SINGLE** Scholar pick-up line. See the above directions on how to proceed.