

Eagle Ridge Academy Parent Drop-Off and Pick-Up Procedure | 2020-21

When picking up after school, parents will have **two options** of how to receive students: **parking lot pick-up lane** or **pick-up outside of door 2**. Read below to see how the process for each option will work. *Please note that the process is different for students in grades K-5 and in grades 6-12. Grade K-5 students **will have pick-up numbers**. Grade 6-12 students will not. **Please be respectful to our staff; they are here for the safety of your children.***

In order to comply with the physical distancing guidance and to minimize risk of congestion during drop off and pick up, the following changes in drop off/ pick up have been implemented. Drop off and pick up doors will be identified by the school in which the child is attending. Parents will not be allowed into the building during drop off or prior to pick up. ERA staff will assist students to the classroom in the morning and to the parents at the end of the day once they are released in Silent Dismissal.

K-5 Students

Doors to the school open at 7:30 am. Students in grades K-5 will be released at 3:00 pm.

A.M. Drop-Off:

1. When entering the parking lot through the west entrance, drive straight ahead to enter the carpool lane, alternating with those coming from the north entrance (marked on map).
2. When entering the parking lot through the north entrance, follow directional arrows by turning right, left, and then left again to enter the carpool lane, alternating with those coming from the west entrance (marked on map).
3. Drive forward to enter the curbside drop-off lane (right lane) and pull to the curb letting your student out. Please move ahead as far as possible to fill in gaps in this lane. Students will only be allowed to exit cars in this lane, not the passing lane (left lane); **children must exit from the passenger side of the car. Students will enter through Door 2.**
4. Once you have dropped off your student, exit the parking lot by merging to the passing lane (left lane) and following signals out of the parking lot.

*If you must **get out of your car to unload your child** during carpool, **you must utilize the parent parking option** rather than parking in the carpool lane. If you park, you must have your child walk into the building using the cross walks. Do not drop off your child in this area from an idling car. When walking your child to the door, face coverings and physical distancing are required.*

P.M. Parking Lot Pick-Up:

1. Have your child's pick-up number displayed in your car window as you enter the ERA parking lot through the west or north entrances, alternating carpool lane entry as needed (marked on map).
2. Drive forward to enter the curbside pick-up lane (same as drop-off) and pull to the curb waiting for your student (we will have called your number by the time you get to the curb). Please move ahead as far as possible to fill in gaps in this lane. **Please note, this zone is for pick-up and drop-off only. Cars parked for an extended period of time will be asked to move to expedite the process for all.**
3. Once you've retrieved your student, pull into the bypass lane (left) and exit the parking lot.

P.M. Pick-Up At Entrance of School:

1. Park in a designated parent parking space. Do not park in the handicapped stall without a permit.
2. Face coverings and physical distancing are required.
3. Wait outside of the door of the Main Entrance (Door 2).
4. Communicate your child's pick up number to the supervising staff member
5. Your child will be called from their classroom to meet you outside of door 2.

6-12 Students

Doors to the school open at 7:30 am. Students in grades 6-12 will be released at 3:10 pm.

A.M. Drop-Off:

1. When entering the parking lot through the west entrance, drive straight ahead to enter the carpool lane, alternating with those coming from the north entrance (marked on map).
2. When entering the parking lot through the north entrance, follow directional arrows by turning right, left, and then left again to enter the carpool lane, alternating with those coming from the west entrance (marked on map).
3. Drive forward to enter the curbside drop-off lane (right lane) and pull to the curb letting your student out. Please move ahead as far as possible to fill in gaps in this lane. Students will only be allowed to exit cars in this lane, not the passing lane (left lane).
School of Logic Students (6-8) will enter the building through Door 3, School of Rhetoric Students (9-12) will enter through the designated door at Door 4.
4. Once you have dropped off your student, exit the parking lot by merging to the passing lane (left lane) and following signals out of the parking lot.

P.M. Pick-Up:

1. Enter the ERA parking lot through any entrance.
2. Park in the designated "Parent-Parking" spaces (see map). **Your student is then able to walk out to your car using the crosswalks in the parking lot. School of Logic Students will exit through Door 3, School of Rhetoric Students will exit through the designated door at Door 4.**
3. Once you have retrieved your student, exit the parking lot.