		LE: Ensign Lear	ning Center			Packet Ref#		
		Model/App: Ensi		D.03				
		PS: PKT:		1 of 2				
		Policy Title: Drop	Policy D.03					
	Drop off ar	nd Pick up/Carpool	Policy D.03					
Morning Drop Off:								
be a te carpoo protect	en may be dropped off as eacher on duty to supervis of loop from 7:45-7:55 AM. ted area until they enter the sembly room when the 7:5	e the students until Students dropped on the playground. The s	7:40 AM. Traffic volf in the carpool I students should b	vill flow in and out oop should exit th e dropped off in ti	of the same drived e vehicle and stay me for prayer and	way in the within the cone		
For sa	fety reasons children shou	uld not be dropped o	off:					
	in the front of t	he school						
	in the north dri	veway where they n	nay be walking cl	ose to moving veh	icles			
	at the south ga	te because of the tr	ax and bus					
	anywhere on the	ne street						
	dren will either go to the luver, Memory Gems, Pledge							
Afternoon Pick Up Mor	nday – Friday:							
will rer carpoo studen school lot, and pull to school walk to After c	ol begins at 3:28 PM. Studinain in their homeroom classification of lanes to be picked up or ats, traffic will flow one way is front parking lot, turn leful out the left side of the mather left of the loading line will follow the one way sign the carpool areas to pick arpool is over, students wafter carpool has closed was after carpool has closed warmen and their transfer of the students wafter carpool has closed warmen and their transfer of the section of the sectio	ass until their name/ released to another rentering on the right ft into the middle schiddle school's north to exit in front of wa gn entering from the up their students. C	carpool ride is ca indicated location int side of the mid- nool's south drive driveway. Once the iting vehicles. Pa North end of the carpool will end a	lled over the interon. For parents drividle school's north way, loop around their students are I rents picking up the parking lot and patt 3:50pm or until the will be held until	com. They will eith ving through carpo driveway, drive the the middle school's caded into the verieir students from ark in a parking stance is no line of matheir ride arrives.	er go to the old to pick up rough the middle is back parking nicle, they may the front of the all. They may nultiple cars.		
Morning Star and Vang	guard teachers will have	until 4:15 pm to pi	ck up their child	ren from Ensign	before late fees	apply.		
Monda	y through Friday Students	s will be released wh	nen the following	conditions are me	t:			
		1. Their Parent, guardian, Day Care Provider, Vanguard sibling on foot where they will walk escorted by them to their vehicle						
	2. The carpool	2. The carpool lines, where they will be picked up by the driver of their carpool.						
	3. The Vangua	3. The Vanguard Crosswalk once a parent/guardian texts/calls asking for their release.						
	4. The Ameris	Bus line or the After	School Programs	s line.				
releas come	sure the safety of our stu e students unless a Van in person for their releas nt once a responsible pa	guard sibling, a pa se. Ensign will not	rent, a guardian be responsible	, or a responsible for any harm or i	e adult has texted	d/called/or		
Checking Out Students								
Parents must check out supervision policy will be	their students with the offi e followed.	ce before taking the	ir student out of o	class during the so	thool day. This ens	sures the 100%		
	e a student from class with ay, the teacher should veri					picks up a		

If a parent requests to have their students wait in the office to be picked up anytime before or after 3:30, late fees will be charged starting 10 minutes after the designated pick up time/end of carpool.										
PURPOSE:										
Student safety and making Parents and ELC Employees aware of the guidelines for dropping off and picking up their students safely.										