Drop Off and Pick up/Carpool Policy

Morning Drop Off:

Children may be dropped off as early as 7:30 AM. They may be dropped off in the carpool loop. Be aware there will not be a teacher on duty to supervise the students until 7:35 AM. Traffic will flow in and out of the same driveway in the carpool loop from 7:35-7:50 AM. Students dropped off in the carpool loop should exit the vehicle and stay within the cone protected area until they enter the playground. The students should be dropped off in time for prayer and mind movie in the assembly room when the 7:45 AM bell rings. Students will be marked tardy at 7:51 AM.

For safety reasons children should not be dropped off:

in the Ensign front parking lot unless you pull into an empty stall

in the north Middle School driveway where they may be walking close to moving vehicles

at the south gate

anywhere on the street

Parking violations and fees may be given to drivers who are not following the Ensign parking lot rules.

All children will either go to the lunch room or stay on the playground until 7:44 AM. At 7:45 AM all students will participate in prayer, Memory Gems, Pledge of Allegiance,and the school mind movie before going to class with their teacher. .

Afternoon Pick Up Monday – Friday:

Carpool begins at 3:28 PM. Students can begin being released at 3:28 and should be picked up by 3:50 PM. All students will remain in their homeroom class until their name/carpool ride is called over the intercom. They will either go to the carpool lanes to be picked up or released to another indicated location. For parents driving through carpool to pick up students, traffic will flow one way entering on the right side of the middle school's north driveway, drive through the middle school's front parking lot, turn left into the middle school's south driveway, loop around the middle school's back parking lot, and out the left side of the middle school's north driveway. Once their students are loaded into the vehicle, they may pull to the left of the loading line to exit in front of waiting vehicles. Parents picking up their students from the front of the school will follow the one way sign entering from the North end of the parking lot and park in a parking stall. They may walk to the carpool areas to pick up their students. Carpool will end at 3:50pm or until there is no line of multiple cars. After carpool is over, students will be escorted to the office where they will be held until their ride arrives. Parents who arrive after carpool has closed will receive a charge of $1.00 per child per minute beginning at 4:00 pm.

Morning Star and Vanguard teachers will have until 4:15 pm to pick up their children from Ensign before late fees apply.

Monday through Friday Students will be released when the following conditions are met:

1. to their Parent, guardian, Day Care Provider, Vanguard sibling when they drive a vehicle to through the carpool line or the Park & Wait area.

2. to a vehicle who calls for them in the carpool lines, where they will be picked up by the driver of their carpool.

4. The Ameris Bus list, the Vanguard Employee Carpool list (this list is created and approved by Vanguard Administration), or the After School Programs list.

To ensure the safety of our students and that we are releasing our students to a responsible party, ELC will not release students unless a Vanguard sibling with a vehicle, a parent, a guardian, or a parent-approved adult has come in person for their release. Ensign will not be responsible for any harm or injury that may occur to a student once a responsible party requests the student's release.

Checking Out Students

Parents must check out their students with the office before taking their student out of class during the school day. This ensures the 100% supervision policy will be followed.

Teachers will not release a student from class without prior approval from the office and/or that student's parent. If a parent picks up a student before end of day, the teacher should verify the office has checked out that student for the day/time period.

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.