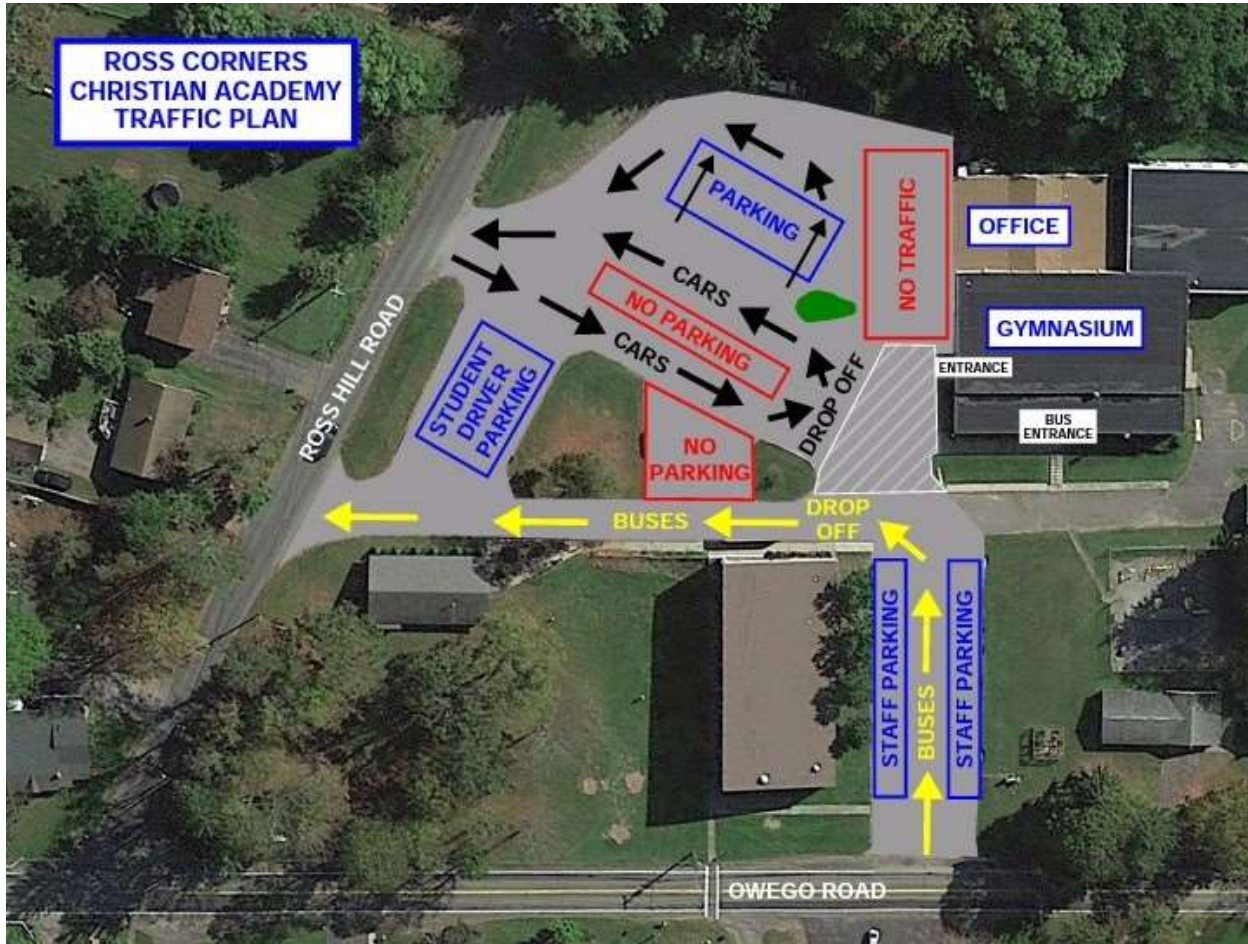


RCCA PARENT DROP OFF AND PICK UP PROCEDURES

TRAFFIC PATTERN IN THE SCHOOL PARKING LOT:



RCCA PARENT DRIVERS:

DROP OFF AND DISMISSAL: Gymnasium Doors ONLY (7:45am-8:00am)

Note: School classes begin promptly at 8:00am with announcements, prayer, pledges and worship.

MORNING DROP OFF:

Please follow the driving and drop off pattern into the upper parking lot from Ross Hill Road. School buses and cars/vans will not be in the same area of parking lot at ANY time.

Parent parking is limited to upper parking lot only.

Vehicle – Student Drop Off is a “U TURN” this year (this is a quick drop off- If your child needs more time to get out, get school things together, etc, please park in the upper parking lot and have your child walk to the gym doors. It is important that we can keep the line moving at a steady pace)

The Gymnasium Doors are the ONLY point of entry for the start of school. RCCA gymnasium doors will be open starting at 7:45am. Staff will greet the students and do a quick temp check/hand sanitizer at the door. ALL PreK-12th grade students must use this entrance for the start of school. After 8:05am, the gymnasium doors will be locked. After this time, any tardy students will need to enter the school through the RCCA school office.

AFTERNOON PICK UP:

PreK-6th Parent Pick up starts outside of the gym doors at **2:30pm**.

7th-12th graders will WALK to their parent cars after school is dismissed at **2:30pm**.

PLEASE USE THE CROSSWALK IN FRONT OF THE GYM. THIS KEEPS OUR STUDENTS SAFE. **THERE IS NO BUS OR VEHICLE TRAFFIC IN THIS AREA AT ANY TIME.**

BUSES ONLY FROM LOWER PARKING LOT (OLD VESTAL ROAD).

VEHICLES ONLY INTO UPPER PARKING LOT (ROSS HILL ROAD).

We will have signs and parking lot attendants to direct this traffic pattern during the first few days of school.

MIDDAY DROP OFF/PICKUP:

Students arriving to school late or leaving school early will need a note from a parent/guardian. These students will need to enter/exit the school office.

SPECIAL SITUATIONS

**Please turn a completed [Emergency Contact/ Transportation form](#) into the school office. Please include all names and phone numbers of people permitted to pick up your student.

**Any student planning to go home with another student after school will need a note from each parent/ guardian or the student will not be permitted to do so.