



DOUBLE CHURCHES ELEMENTARY SCHOOL MORNING DROP OFF AND AFTERNOON PICK UP PROCEDURES 2010-2011

7:30 AM MORNING DROP OFF

- ✓ ALL STUDENTS ENTER THE BUILDING IN FRONT OF BUILDING OR BUS LOOP UNDER AWNINGS ONLY TO GO TO SUPERVISED AREAS IN THE SCHOOL BUILDING. NO SUPERVISION IS PROVIDED BEFORE 7:30 AM. IF YOU NEED BEFORE SCHOOL CARE, WE HAVE A COLUMBUS PARKS AND RECREATION BEFORE SCHOOL PROGRAM, **706-225-4658.**
- ✓ **PLEASE DO NOT DROP CHILDREN OFF ON THE STREETS OR IN THE GRAVEL PARKING LOT AREA TO JUMP OVER THE WALL. THIS IS DANGEROUS AND NO SUPERVISION IS PROVIDED IN THESE AREAS.**
- ✓ **8:00 AM TARDY BELL RINGS.** IF YOUR CHILD IS TARDY, YOU MUST BRING HIM/HER TO THE OFFICE TO RECEIVE A TARDY PASS TO CLASS.

2:30 PM AFTERNOON PICK UP

- ✓ **PRE-K AND DAYCARE VANS ONLY** - GRAVEL PARKING LOT
- ✓ **KINDERGARTEN ONLY** - FRONT PARKING LOT UNDER THE AWNING AT THE SCHOOL ENTRANCE. STAY IN ONE LINE PLEASE.
- ✓ **1ST, 2ND, 3RD, 4TH, 5TH GRADES ONLY** - BACK BUS LOOP UNDER THE AWNING NOTE: CARS WILL STAY IN 3 LINES AT THE DESIGNATED LOCATION UNTIL ALL BUSES HAVE ARRIVED AND ARE LOADED. BUSES HAVE PRIORITY! CARS WILL BE ALLOWED TO FORM ONE LINE UNDER THE AWNING ACCORDING TO THE DIRECTIONS OF THE ADULTS ON DUTY IN THE BACK BUS LOOP.
- ✓ **OLDER SIBLINGS MAY GO TO THE PICK UP AREA OF THE YOUNGER SIBLINGS.**
- ✓ **ALL STUDENTS NOT PICKED UP BY 2:45 PM, PARENTS MUST COME INTO THE MAIN OFFICE TO GET THEM.** AFTER SCHOOL CARE IS PROVIDED BY THE COLUMBUS PARKS AND RECREATION AND OUR PARTNERS-IN-EDUCATION, PREMIER MARTIAL ARTS AND MT. ZION BAPTIST CHURCH.

ADDITIONAL NOTES:

- ✓ FOR YOUR CHILD'S SAFETY, **ALL VISITORS MUST GO TO THE FRONT SCHOOL ENTRANCE TO THE MAIN OFFICE TO GET A VISITOR'S PASS TO ENTER OUR SCHOOL.** THERE ARE NO OTHER ENTRANCES.
- ✓ **THE BACK GATE WILL BE LOCKED AT 8 AM,** SO TARDY STUDENTS MUST GO TO THE FRONT SCHOOL ENTRANCE WITH THEIR PARENTS TO THE MAIN OFFICE TO GET A TARDY PASS.
- ✓ **THE BACK GATE IS NOT AN ENTRY WAY FOR PARENTS AFTER SCHOOL OR BEFORE SCHOOL.** ALL VISITORS MUST GO TO THE FRONT SCHOOL ENTRANCE TO THE MAIN OFFICE TO GET A VISITOR'S PASS TO ENTER OUR SCHOOL.
- ✓ **PARKING IS ALLOWED IN THE FOLLOWING AREAS ONLY: FRONT PARKING LOT, GRAVEL PARKING LOT, GYM PARKING LOT.**
- ✓ **DO NOT PARK IN FRONT OF THE SCHOOL OR LOOP** TO TAKE STUDENTS INSIDE. **USE OUR DESIGNATED PARKING AREAS ONLY PLEASE.**
- ✓ PLEASE BE PATIENT AND LISTEN TO THE ADULTS IN CHARGE DURING DROP OFF AND PICK UP.
- ✓ **SEE OUR SCHOOL MAP. CONTACT MRS. SHAW-POWELL AT 706-748-2660** IF YOU HAVE QUESTIONS OR CONCERNS.