



Parking Lot Dropoff | Pickup Flow

2024 – 2025 School Year

Below are the details of our morning drop-off and our afternoon pick-up plan for the 2024 – 2025 school year.

Primary Tips:

1. Have Patience – Please plan enough time for morning drop-off. This is especially important during the first week or two of school.
2. Park & Walk In – We want to encourage as many parents as possible to park and drop-off in person. This will limit the vehicle lines and build community with other families.
3. Note the Three Entrance Lanes – As you turn into the parking lot, you will see three lanes. The left lane is protected for Park & Walk In activity. The right two lanes are for curbside drop off.

Drop-Off Times:

All students can be dropped off between 8:00am – 8:30am. Classes begin at 8:25am (middle school) or 8:30am (elementary). Please note the location below and on the drop-off map.

Pickup Times:

- Kprep PM –Kindergarten - 3:00pm outside the classroom door.
- 1st -3rd grade students can be picked up after 3:05pm (classes finish at 3pm)
- 4th – 8th grade students can be picked up after 3:05pm (classes finish at 3:05pm)

Please note the location below and on the pick-up map.



Drop-Off Locations:

- Kprep AM/Kinder: 8:00am | Park & Walk In
- 1st – 3rd Grade: 8:00am | NL Kids Loop (or Park & Walk In)
- 4th – 8th Grade: 8:00am | Fast Track Loop (or Park & Walk In)
- Kprep PM: 12:00 | Park and Walk In

The building doors will be open at 8am. Classroom doors will not be open until 8:15am by your student's teacher. There will be a hallway monitor in each grade level hallway between 8-8:15am each morning.

Pick-Up Locations:

Classroom dismissal is out at 3:00pm. If you want to park and walk-in, you can pick up your student at their teacher's door at 3:00pm dismissal. If you are not walking in, your student will be available to be picked up at the times and locations outlined below:

- Kprep PM/Kinder: 3:00pm | Park & Walk In
- 1st – 3rd Grade: 3:05pm | NL Kids Loop (or Park & Walk In)
- 4th – 8th Grade: 3:05pm | NL Kids Loop (or Park & Walk In)

Drop-Off or Park & Walk-in:

We want to encourage as many parents as possible to park and walk their student to the classroom door (or to the flagpole area for students able to walk themselves to class). Please use the green path (left lane #1) as you enter the parking lot to access parking spaces.

Curbside Drop-Off:

Use the right two lanes as you enter the parking lot (blue path). Students who are dropped off at a curb (NL Kids Loop for 1st – 3rd grade; Fast Track Loop for 4th- 8th grade), need to be able to walk by themselves to class or escorted by an older sibling. If a student is too young to walk themselves to class, please park and walk in with them.



Curbside Pick-up:

Use the right two lanes as you enter the parking lot (blue path). Students can be picked up at a curb (NL Kids Loop for 1st – 3rd grade; Fast Track Loop for 4th- 8th grade). Teachers and other staff will be waiting with the remaining students at the designated areas (see pick-up map).

Families with Multiple Students:

Families with students from both drop-off areas can use either drop-off loop. If you have a Kprep or Kindergarten student, please park and walk them to class.

Morning BASC Kids (Drop-off before 8am):

All students arriving before 8:00am should remain with their parents or dropped off to our Before School Care program (BASC). The BASC check-in/check-out location is the cafeteria indicated by a yellow star on the drop-off map.

Afternoon BASC Kids (After 3:15pm):

All students remaining after 3:15pm will be checked into our after-school care program (BASC). The BASC check-in/check-out location is the cafeteria, indicated by a yellow star on the drop-off map.

Classroom Doors Open:

Kprep AM – 5th Grade classroom doors will open at 8:15am. 6th – 8th Grade Classroom doors open at 8:10am. Kprep PM doors open at 12:00pm. Parents of Kprep and Kindergarten students should remain with their student until the classroom opens.

Carpooling:

Most RCS families live near other RCS families. We recommend connecting with other families near you to carpool.



Safety in the Parking Lot:

Please follow the following practices to keep everyone safe in the parking lot.

- Drive slowly – please drive slowly through the parking lot. Remember, kids may pop out of a car without much notice.
- Use designated walkways – As much as possible, use the center sidewalk or conned off walkway when heading toward the buildings.
- Use designated cross-walks – Please only cross drive lanes using designated crosswalks.
- Walk with Students – Younger children should only walk through the parking lot accompanied by an adult.
- Parking Lanes are for Parking not Drop-off – Please only use the parking stall lanes (green path) to park and walk in. Please use the blue path for curbside drop-off.
- Curbside Exiting – Please have students exit your vehicle along a curb. This is the passenger side for NL Kids Loop (1st – 3rd grade) and drivers' side for Fast Track Loop (4th – 8th grade).