



Drop-Off and Pick-Up Procedures

General Instructions

General Instructions and Helpful Tips

The following suggestions are offered to make the drop-off and pick-up function smoothly. Please be sure to share this information with anyone who picks up or drops off your child at school.

- Cell phone use during pick-up and drop-off is PROHIBITED.
- Be extremely careful and alert in the school parking lot.
- Be courteous and follow the instructions of the staff as they direct you through the traffic pattern.
- Drive slowly through the school grounds.
- Please remain with your car at all times in drop-off/pick-up areas.
- Our driveway is one way. Please follow our signs and the directions of staff members.
- Right turns ONLY onto 72nd from our north driveway.
- Newman Street (the drive along the football field) is a private drive. Please do not use this drive for drop-off or pick-up.
- The inner left lane is a pass-through lane at all times.
- By federal law our school property is a tobacco- and marijuana-free zone (including all vape pens regardless of the substance). This includes inside your car while on our property.
- All pets must remain in the owner's vehicle at all times.



Drop-Off Instructions

- Once you get to the "Merge Here" sign, please zipper merge with other cars.
- All students should be dropped off from the right-hand lane only.
- Always pull forward as far as possible to close any gaps between cars before allowing students to exit your vehicle.
- When students are dropped off at 7:40, they may proceed directly to their classroom.
- Once students have been dropped off, use your left turn signal and exit to the left pass-through lane.
- If a student is dropped off after 8:05, they will need to be checked in at the office by a guardian and then the office will release the student to their class.
- The north parking lot is NOT a student drop-off area, for safety reasons only drop-off in the designated area along the front driveway.

AFTER SCHOOL PICK-UP

Pick-Up Instructions

- School ends at 3:00 for K-4 and 3:15 for 5-8. If you have only a K-4 student, please arrive prior to 3:15. If you have a middle school student and an elementary student, please pick up both students at the same time between 3:15 and 3:30. Please allow 5-8 grade students to go to their lockers and walk out of the building after their last class which ends at 3:15.
- If you come through the pick-up lane, please have your Driveline Sign displayed in your front window. Your Driveline sign will be distributed to you by the school. If the sign becomes damaged or misplaced, feel free to create a sign that can be displayed in the front window that has your student's first and last name, and Driveline number.
- Once your car is full, use your left turn signal and exit to the left pass-through lane.
- Students may NOT be on the playground after school because this is designated for Leopard Care.



Parking Instructions

- Parking is available in the northern lot, this is NOT a space for student drop-off.
- Please do NOT park in the lot to the north of building B, as these spaces are reserved for Pre-K and staff ONLY.
- Please use the north crosswalk (a staff member is positioned there with a stop sign) when crossing from the north parking lot to the school buildings.
- The Little Leopards playground area crosswalk should NOT be used during drop-off and pick-up times.

Mission and Vision



The **Mission** of Lincoln Academy Charter School is to help students attain their highest social and academic potential through an academically rigorous, content-rich educational program in a safe, orderly, and caring environment.

Our **Vision** is to prepare all students for their future endeavors by providing a comprehensive Core Knowledge education.