Swallows Charter Academy
Drop-Off and Pick-Up Policy

Swallows Charter Academy (SCA) is committed to maintaining a safe, efficient, and orderly traffic flow during student arrival and dismissal. To ensure student safety and compliance with local traffic laws, the following procedures and expectations must be followed by all families. Failure to comply with this policy may result in warnings, citations, administrative action.

Cell phone use is prohibited while driving in the school drop-off and pick-up loop. For the safety of all students and to maintain traffic flow, students are required to exit the vehicle immediately upon stopping in the designated loading/unloading area. **Stopping or waiting for a closer drop-off / pick-up location is prohibited.**

Morning Drop-Off Procedures

- Drop-off time is from 7:00 a.m. to 7:30 a.m.
- Parents may not enter the loop before **6:45 a.m.**
- Students may be dropped off beginning at 7:00 a.m. as supervision is not available before that time
- Students arriving after 7:30 a.m. are considered tardy and must be signed in at the front office by a parent or guardian
- All queuing should occur inside SCA's main parking lot
- Do not cut into the loop line or park in the FIRE LANE
- **Students must exit from the passenger side only** and proceed directly to the sidewalk
- **Keep the line moving, by pulling as far forward as possible**. Students are to unload anywhere along the entire sidewalk, not just by the front door

Afternoon Pick-Up Procedures

- Parents may not enter the parking lot **no more than 15 minutes prior** to their child's designated release time. Kindergarten @ 2:25 p.m., grades 1-5 @ 2:45 p.m., and grades 6-12 @ 3:15 p.m.
- **Arriving early and waiting for extended periods is not permitted.** Parents may not sit or wait on Civic Center Drive, Angus Avenue, or any surrounding roadways adjacent to the school property
- Surrounding streets are no-parking and no-waiting zones; violations may result in tickets or fines by the Pueblo County Sherrif's Office
- K-5 families must have a DRIVELINE number for pick-up and must display it clearly hanging on the rear-view mirror
- Students will only be released to vehicles displaying their assigned DRIVELINE number
- Walk-up pick-ups are not allowed; all parents must remain in their vehicles in the loop line
- **Stay in your vehicle at all times**; staff will assist students entering cars
- Students must enter vehicles from the passenger side only

Late Pick-Up Policy

- School staff are not available for supervision after 3:45 p.m. **All students must be picked up no later than 3:45 p.m.**
- SCA students still waiting for rides at 3:50 p.m. will call from the front office for their ride.
- Parents arriving after 3:50 p.m. must come into the office to sign their child out.
- Parents consistently arriving after 4:00 will be contacted by administration.

Early Sign-Outs

- Parents that need to pick up their child early must do so before 2:30 p.m.

Parking Lot Rules

- Parents and guests should enter through the main Civic Center Drive entrance and follow staff directions.
- Do not exceed 5 mph and do not cut into the loop line.
- Use designated lanes only for pick-up and drop-off.
- Do not leave your car parked or unattended in the loop line
- Pedestrians must use crosswalks

Enforcement and Accountability

- Repeated violations of this policy may result in written warnings, administrative meetings, suspension of pick-up/drop-off privileges, or referral to the school resource officer.
- Parents must ensure that all authorized drivers (grandparents, relatives, carpools, daycare) understand and comply with these DRIVELINE procedures.

Parent Acknowledgment

All families are required to review and acknowledge these procedures annually as part of the Parent-Student Handbook Agreement.