

Morning Drop-Off			
Group	Time	Drop-Off Location	Procedure
SPARK Stargazers - 4th Grade	7:30-7:50AM	Outside Preschool building	Enter through Peiffer gate and proceed to car drop-off line in front of Preschool building Remain in your car! Staff will direct younger students to Preschool or Lower School playground
SPARK 5th-8th	7:30-7:50AM	Outside courtyard	Enter through Camellia gate and proceed to car drop-off line in front of courtyard
Stepping Stones	8:15AM	Inside Preschool building	Park in any open spot outside Camellia gate. Enter campus via pedestrian sidewalk and meet Marsha/Kendra inside
Stargazers - 4th Grade	7:50-8AM	Outside Preschool building	Enter through Peiffer gate and proceed to car drop-off line in front of Preschool building Remain in your car! Staff will direct younger students inside
5th - 8th Grade	7:50-8AM	Outside courtyard	Enter through Camellia gate and proceed to car drop-off line in front of courtyard
Sibling families: ALL FAMILIES with Stargazers-4th grade & 5th-8th grade siblings should enter through Camellia gate and proceed to the car drop-off line in front of Upper Campus courtyard. K-4th grade siblings will be directed to the lower school (for SPARK) or to their classroom (for start of school).			
Late procedure: For all students (Stargazer - 8th grade) arriving after 8:05AM, please drop off your child in the designated area for their grade and have them go directly to class where their late arrival will be recorded by the classroom teacher or advisor. Parents of Stargazer and K students should watch their child while s/he walks to and through the classroom or building door. Please note for siblings that will mean multiple stops. For all students (Stargazer - 8th grade) arriving after 8:20AM, please park outside the Camellia gate and check in at the Front Office in the Garden House.			

Afternoon Pick-Up			
Group	Time	Pick-Up Location	Procedure
Stepping Stones	11:45AM	Preschool playground	Park in any open spot outside Camellia gate and enter campus via pedestrian sidewalk, or Enter through Camellia gate, and turn around safely at the soccer field or Ethan circle and proceed to the car pick-up line in front of Preschool building. Meet Marsha/Kendra on the Preschool playground.
Stargazers (Half-Day)	12:00PM	Outside Preschool building	Enter through Camellia gate, and turn around safely at the soccer field or Ethan circle and proceed to car pick-up line in front of Preschool building Connect with Ivy/Katie on the PreSchool playground.
Stargazers (Full-Day)	2:45-3PM	Outside Preschool building	Enter through Peiffer gate and proceed to car pick-up line in front of Preschool building Remain in your car! Staff will escort younger students to you. Parents will be responsible for securing their child in a carseat. We ask that you be as efficient as possible so as not to delay the cars in line behind you.
K - 4th	2:45-3pm	Outside LS building (K and 1st)	Enter through Peiffer gate and proceed to car pick-up line in front of Lower School building Remain in your car! Staff will escort younger students to you
5th - 8th Grade	2:50-3PM	Outside courtyard	Enter through Camellia gate and proceed to car pick-up line in front of courtyard
Sibling families: Families with Stargazer-4th grade & 5th-8th grade siblings should enter through the Camellia gate to pick up ALL children outside the courtyard. (Preschool/Lower School students will be escorted to the courtyard ahead of time as part of our SibSquad program)			
Late procedure: For students remaining on campus after 3:05PM, parents will be called and the child sent to after school CARE and be charged the daily drop-in fee (\$25)			