

Children are all around our campus, for your safety and ours, please travel no more than 5 mph until you exit our lots.

Immanuel Drop Off & Pick-Up Procedure

West Building (3rd-8th Grade Students)

- When dropping off or picking up your child enter through the far west drive for West building pull up to designated spaces, pulling up all the way to the front. After dropping off/picking up follow the arrows to exit.
***Parents also needing to drop off/pick up children from the east building (PK-2nd Grade) will then proceed to the East lot to park and then walk to your child's exterior classroom door to pick up your child (JPS-2nd grade).

East Building (PK-2nd Grade Students)

When picking up your child from the east building, drivers should enter the parking lot through the center or east entrance (black lines on map), *or west drop-off/pick-up line (if dropping/picking up an older child)* and park in a marked parking place before getting out of the car, then **either**:

- **Drop Off** - entering through the main front doors to your child's classroom
- **Pick up** - enter the brown gates on either side of the building to your child's exterior classroom door to your child between 3:30 – 3:45**
- **NO car zone** – helps ensure safety of all

EXIT PROCEDURE

- Please use the main west drive if you want to go **west/right** on Olive
- Please use the east building drive if you want to go **east/left** on Olive



**Students must be picked up by a responsible adult, who keeps children within arm's reach while returning to the parked car. Children are not allowed to play in the parking lot or on the playground until after dismissal is completed at 3:45 p.m. Neither playground may be used while the Extended Care group is using them.