

# **DROP OFF AND PICK UP PROCEDURES**

## **FOREST PATH ACADEMY 2024-2025**

To ensure the safety of all students, parents will NOT be allowed to come into the building but instead should use the drive up line to pick up and drop off children. This allows us to start class promptly without interruptions and prevents unauthorized people from entering the building. In the past it could become very chaotic in the morning due to the number of adults coming inside, so we implemented this policy for the safety of the children.

**Students may not arrive early** as there is not supervision for them at that time. Teachers use the time before class to prep for the day.

**THE BUILDING WILL BE LOCKED UNTIL THE OFFICAL DROP OFF TIMES of 8:00 (early drop off) or 9:00 (regular drop off) and children will not be let in before that time. Students must be enrolled in early drop off times to arrive before 9:00 am. A teacher will open the door when it is time to allow students inside. Please watch from your car and remain in line.**

### **ABOUT THE PARKING LOT**

We have a large circular drive way and limited parking. Most of the parking is full with the teachers. We ask that all parents use the drive up line as described below instead of parking at drop off and pick up times. If you park, it blocks the turn around lane and slows the process tremendously.

### **STAGGERED PICK UP TIMES**

Please help us prevent backing up Moore Road with a new staggered pickup. The younger students are ready to go before the older students. PLEASE do not arrive before your scheduled arrival time- your child will not be ready before that time and it blocks the line. For families with students in 6<sup>th</sup> grade and up, if you arrive before your time, please park at the sports park until your official time so the road does not back up.

**FOR CLASSES ENDING AT 1:45 (Prek, Stem Monday, Mon/Wed half day)**  
**Pickup starts at 1:45**

**FOR CLASSES ENDING AT 3:45**  
**PRESCHOOL, KINDER AND FIRST GRADE: 3:30-3:45 Pick up**  
**SECOND –FIFTH GRADE. 3:40-3:50 Pick up**  
**6<sup>th</sup>- HIGH SCHOOL. 3:50-4:00 pickup**

Our drive through line moves very fast. You do not need to worry about arriving early. We are always through in 10-15 minutes.

### **RULES FOR DROP OFF AND PICKUP**

- **WE WILL OFFICIALLY OPEN THE DOORS AT 8:00 and 9:00 am**
- **Pull ALLLLLLL the way up so we can do 3 cars at a time!**
- **Wait in your car until a teacher opens the door**
- Do NOT PARK or get out of your car, a teacher will come to open the door for your child in the morning and walk them to your car at pickup. (You only need to get out to fasten a car seat)
- **Older kids may exit on their own on the right side and don't have to wait for a teacher – please wait until they reach the big tree**
- **DO NOT pass cars on the left – wait for the line to move! (You may see teachers passing on the left in the morning to park)**

**IF YOUR CHILD IS LATE**

If you are late, please TEXT Sarah at 281-992-4242 or Carla at 713-824-7883 and we will let you in.

**IF YOU NEED TO SPEAK TO YOUR TEACHER**

If you have a question about your child's work or a billing questions and need to speak to Sarah, you MUST call or text to schedule a time to come in. Parent meetings are available almost every day and even on weekends and we will schedule a time to talk with you right away. We have after school classes and aren't usually available after school unless it has been arranged previously.

Thank you for your help in making our pick up times run smoothly!

*Updated July 2024*