



PARKING/DRIVEWAY RULES & STUDENT DROP-OFF PROCEDURES

For everyone's safety, it is extremely important for all our Parents to abide by these rules:

- **DRIVEWAY AREAS:** Parking is prohibited in all driveway areas. These are strictly for quick student drop-off only. Please drive SLOWLY when driving through the Campus and **STOP** at the two pedestrian crossing sidewalks, under the main entrance porte cochere, and in the several solid white marked STOP areas in driveway.
- **SIDEWALK SAFETY:** Parents and students must only walk through the marked sidewalks (white striped areas), not the asphalt driveway areas that are for vehicular traffic only. Please hold your child's hand at all times while walking on the sidewalks and look out for vehicles at all times.
- **VISITOR PARKING (for PARENTS):** Parents may only park in the spaces designated as VISITOR – STUDENT DROP-OFF PARKING, in the parking lot of the adjacent Park or on the 34th St. grass easement areas (only when necessary.) Please do NOT park in the spaces marked FACULTY or RESERVED since these spaces are for our Faculty & Staff ONLY.
- **STOP SIGNS:** Please make a COMPLETE STOP at all stop signs and YIELD to traffic. When exiting, stop and look out for pedestrians on sidewalk before exiting.
- **STUDENT DROP-OFF PROCEDURES FOR PRE-SCHOOL STUDENTS:** Students in Pre-School must enter thru the Main Entrance only. Parents must park in the VISITOR'S PARKING spaces, walk holding their child's hand to the Main Entrance and clock-in and out at the front reception desk by entering individual pin number. Pre-School children cannot be dropped off to walk in by themselves. *NOTE: Prior to the start of each school year, all family members that are authorized to pick up child must have their picture taken and receive their own PIN NUMBER. This pin number must be entered each time a student is dropped off and picked up from school. This computerized system allows us to monitor entry/exit times of each Child and also have knowledge of who dropped them off and picked them up.*
- **STUDENT DROP-OFF PROCEDURES FOR ELEMENTARY AND MIDDLE SCHOOL STUDENTS:**
 - a. Grades 1 to 5:** Students must be dropped off at the side ELEMENTARY ENTRANCE GATE (by yellow awning.) Drop off must be directly IN FRONT of the sidewalk, with Security Guard. Students must be ready to exit vehicle quickly. Parents must remain INSIDE their vehicles during drop off. Vehicles cannot park or be left unattended in driveway areas at any time. Gate will be open from 7:45 a.m. to 8:00 a.m. Students must be INSIDE their classrooms by 8:00 a.m. or they are LATE. Students arriving late must enter through Main Entrance and obtain a LATE PASS.
 - b. Grades 6 to 8:** Students must be dropped off at the adjacent park's lot. They must walk slowly toward our entrance gate and re-enter park through gate door toward our MIDDLE SCHOOL'S NORTH PATIO GATE entrance. Gate will be open until 7:45 a.m. ONLY. A Green (OPEN) or Red (CLOSED) sign will be posted on the gate. Parents must verify that gate is open BEFORE dropping off student. Students arriving after 7:45 a.m. must be dropped off at the Main Entrance. Students arriving on or after 7:50 a.m. are late and must obtain a LATE PASS before going to class. *NOTES: Parents that need to go to the Main Office at any time must park their vehicles in either our designated Visitor parking spaces or at the adjacent park lot and walk on marked walkways only. ONCE STUDENTS ARE DISMISSED, THEY WILL NOT BE ALLOWED TO RE-ENTER CAMPUS FOR ANY REASON.*
- **STUDENT DISMISSAL PROCEDURES:**
 - PRE-SCHOOL:** Exit is only through the MAIN ENTRANCE RECEPTION. All persons picking up a child must enter PIN number at the reception desk PRIOR to taking child home.
 - ELEMENTARY/MIDDLE SCHOOL:** Students must exit from 3:00 to 3:30 p.m. through the side Gate (by yellow awning.) After 3:30 p.m., all students must be picked up at the MAIN ENTRANCE.
- **UNATTENDED VALUABLES:** Valuables, including handbags, iPads, laptops and babies/small children must NEVER be left inside vehicle for any length of time when dropping off or picking up a student.
- **TRANSPORTATION:** Highpoint does not provide transportation to/from Main Campus. All students must be driven in motorized vehicles to/from our school. Students are not allowed to walk or ride their bicycle to/from our school at any time. Vehicles cannot be parked in driveway areas at any time.