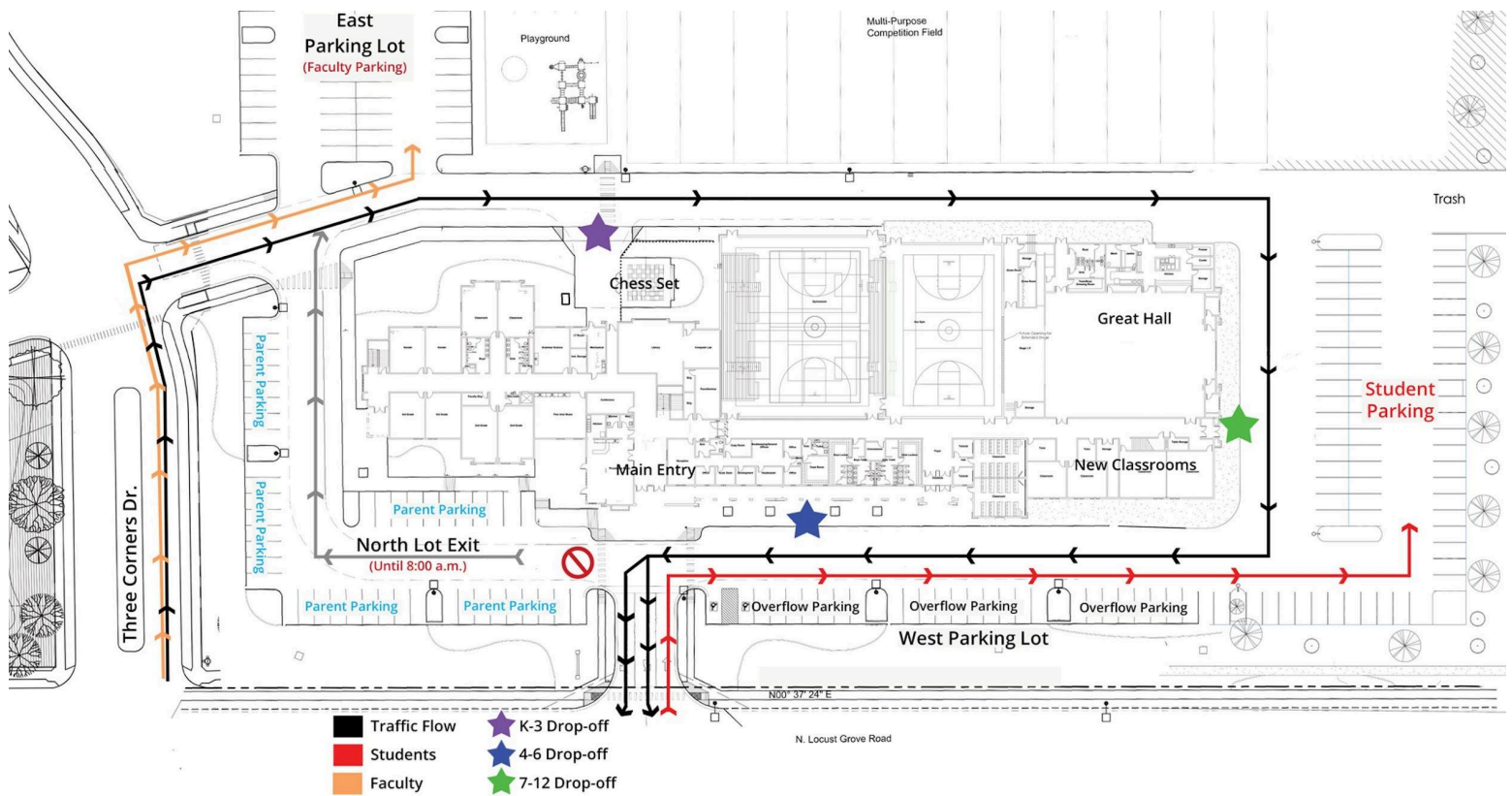


2024-25 MORNING DROP-OFF PROCEDURES



DROP-OFF OPTIONS

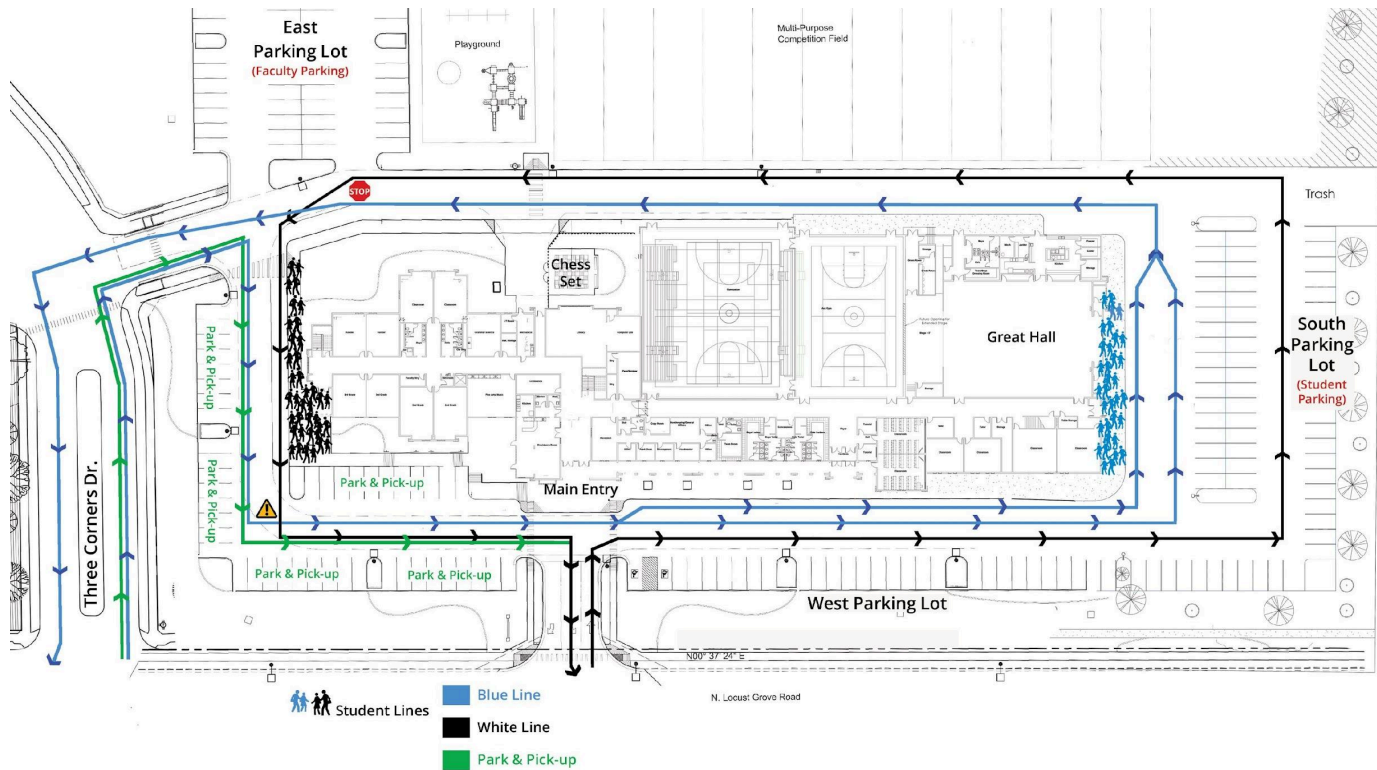
DO NOT LEAVE CARS UNATTENDED IN THE DROP-OFF ZONES FOR ANY REASON!

- K-3 DROP-OFF:** Any car with K-3 students on board may drop all students in the car at the east entrance by the chess set. Enter via Three Corners Dr. and pull **alongside the sidewalk behind the building** as indicated on the map above.
- 4-6 DROP-OFF:** Any car with 4-6 students on board may drop all students in the car at the west entrance (main entrance). Enter via Three Corners Dr. and proceed around the east and south sides of the facility, stopping to drop students off **alongside the sidewalk in the front of the building**.
- 7-12 DROP-OFF:** Any car with 7-12 students on board may drop all students in the car at the south entrance. Enter via Three Corners Dr. and proceed around the east side of the facility, stopping to drop students off **alongside the sidewalk on the south side of the building**.
- STUDENT DRIVERS:** Students must enter the main Ambrose entrance and turn right. Please park in the south parking lot as indicated on the map above.
- WALK IN:** If you have students you wish to walk in with, follow the flow of traffic and park in the north parking lot. Cones will be blocking the south side of that parking lot until 7:55 am. When exiting, please travel around the east side of the building.

IMPORTANT MORNING INFORMATION

- **TRAFFIC WILL FLOW** clockwise around the building during drop off.
- **ALL DEPARTING CARS** must exit via The Ambrose School main entrance on Locust Grove until 7:55 am.
- **ALL ENTRANCES LOCK AUTOMATICALLY AT 7:45 am.** Bring students to the main doors after 7:45 am
- **TRAFFIC IS NOT ALLOWED** around the east loop after 8:15 am (until 2:20 pm for pick-up). This provides safe passage to the playground during operational hours.
- **IF A STUDENT IS LATE**, or needs to leave early, please sign out in the binder by the office window. Students in K – 9th need to have a parent sign for them, whereas 10th – 12th graders may sign themselves in/out.
- **ALL PARENT VOLUNTEERS** must sign in at the office and wear a parent nametag while in the building.

2024-25 AFTERNOON PICK-UP PROCEDURES



PICK-UP INFORMATION

GRAMMAR SCHOOL PICK-UP: Promptly at 2:20 pm, teachers will combine their classes in the hall and separate into colored lines. Each teacher will then take one line to the appropriate zone. Students will separate into lines based on their backpack tag color. Students may be escorted to the pickup line by a teacher other than their homeroom teacher.

UPPER SCHOOL PICK-UP: At 3:00 pm, students will be dismissed. They will then, independently, make their way to the appropriate pick-up zone. Blue line to exit right (north) and white line to exit left (south). Upper school students do not need a backpack tag.

PICK-UP PROCEDURE

- Please follow the arrows indicated on the map above. Pick-up lines are also painted on the pavement.
- Blue line **enters and exits via Three Corners Dr.** White line **enters and exits via our main entrance.**
- You may park and pick up your student in the green areas indicated on the map above. When exiting, please exit out our main entrance.
- At 2:10 pm, white and blue lanes are open for cars to line up. **Please pull forward all the way and do not leave your car unattended for any reason.** Teachers will bring your student to your car during pick-up.
- "I'm late! Where is my student?" Don't panic! We realize unforeseen events may happen. If your student is not outside, the teacher will take your student to homework club to await your arrival.

PICK-UP LINES

- **WHITE LINE** enters at the **main entrance** and proceeds to the right, **counter-clockwise**, staying on the white line to the south and east sides of the facility, stopping to pick up students at the white zone pickup areas, which are located along the sidewalk near the clock tower at the north end of the building. To exit, continue to the front of the building to the main entrance. Then exit via the **main entrance**, turning **LEFT (south)** onto Locust Grove.
 - White line zip codes: 83704, 83705, 83706, 83709, 83713, 83716, 83634, 83642, 83646, 83647, 83687 (and all unlisted zip codes). **All residents living south of Chinden.**
- **BLUE LINE** enters at the **Three Corners Dr.** and turns right, in front of the clock tower, proceeds around the school **counter-clockwise**, splitting into two lines at the main entrance, stopping to pick up students at the blue zone pickup areas, which are located along the sidewalk at the south entrances to the building. To exit, continue all the way around the building, then exit via **Three Corners Dr.**, turning **RIGHT (north)** onto Locust Grove.
 - Blue line zip code: 83702, 83703, 83714, 83616, 83669. **All residents living north of Chinden.**

COURTESY GUIDELINES TO FOLLOW

- **ALL CAR POOLS MUST BE IN THE SAME COLOR ZONE.** If you have a car pool with members in different color zones, decide together which zone you want and then get the same colored backpack tag from the office.
- **DO NOT LEAVE CARS UNATTENDED** in the drop-off and pick-up zone for any reason! Teachers will bring your student to your car at pick-up. There is no need to leave your vehicle. If you need to park, please use a designated parking space.
- **PULL FORWARD ALL THE WAY.** You may have a favorite “spot” to pick-up your students, but you need to pull all the way forward towards the car in front of you while waiting. This allows cars to enter our main entrance and not back up onto Locust Grove.

ADDITIONAL PARKING INFORMATION

- **PICKING YOUR STUDENTS UP INSIDE.** If you desire to pick up your student or meet friends in the Providence Room, please ENTER at Three Corners, and proceed to the “Park & Pickup” area. Please DO NOT exit the parking lot between **2:15 and 2:40** to allow White and Blue Lines to exit the school grounds after pick-up.
- **DON'T WAIT IN THE HALLWAYS** directly outside of the classroom if you desire to pick up your kids or meet friends in the Providence Room, as this can cause congestion and noise outside of the classroom. Please park in “Park & Pickup” area if you plan to stay for a while.
- **UPPER SCHOOL STUDENTS** who have a free 7th period and are leaving early must wait until **after 2:30** to leave and **proceed counter-clockwise, exiting at the Three Corners or main entrance.**
- **VISITOR PARKING** is marked and is for people new to our school. It is not intended for families, students, or staff.
- **DURING EVENING EVENTS** you may parallel park around the building, except in front of the posted fire entrance on the east side.