

Kingsway Christian School—Dismissal Procedure

- Dismissal begins at 3:00pm, with vehicle line up starting 10 minutes prior at 2:50pm.
- Students in grades K-6 will be given a dismissal number (one per family), students in grades 7-12 will be dismissed with the 3:00pm bell.
- Students will be dismissed only to persons on your approved pick up list and who have your pick up number. Notify the office if someone other than a parent will be picking up your children.
- **To park:** Enter through the West drive and choose a space. *DO NOT walk in between any vehicles in the pick up lane, use the crosswalk ONLY.*
 - ⇒ Parking does not guarantee your child's dismissal number will be called. Any students who's number has not been called will be dismissed by 3:10pm.
- **To join the pick up line:** Enter through the East drive and place your pick up number on your dashboard.
 - ⇒ First fill the outer lane (green) up to the end of the sidewalk, then fill the inner lane (blue) starting right before the turn to the front of the building.
 - ⇒ If the East drive is full, enter the West drive and use the overflow lane (grey). The dismissal monitor will move vehicles forward in the order they arrive.
 - ⇒ Leave the dotted path (yellow) clear for vehicles to exit as they pick up their children, and any vehicles needing to exit the side parking lot.
- **PULL-UP AS FAR AS YOU CAN IN THE LOADING ZONE.** As vehicles in front of you leave, pull forward to allow space for more vehicles as they arrive.
- **DO NOT STOP IN THE CROSSWALK AREA.**
- **DO NOT LEAVE YOUR VEHICLE UNATTENDED IN THE PICK UP LANE.**
 - ⇒ If you plan to go in the building or speak with teachers or other parents in the pick up lane, park your car in a space and use the crosswalk.

