



Fellowship Christian School

One Family: Learning, Serving, Sharing & Transforming the World

Parking Lot Pick Up & Drop Off Procedures

[Linked is the diagram for Pick Up & Drop Off](#) (also provided below). Below are the specific procedures.

Drop Off & Pick Up Times (including late and early dismissal):

1. **Morning drop off starts at 8:20AM.** If you are using morning extended care, please make sure you are signed up ahead of time. Students will use the back door (with the blue doorbell) for extended care entrance. Extended care starts at 7:30am.
2. In the afternoon, **gates do not open for pick up until 3:45PM. Please do not enter the school parking lot or line up for pick up until 3:50PM (or traffic will back up).** Students are still out playing and participating in P.E. It is unsafe for vehicles to line up earlier and unsafe for vehicles to drive next to students that are playing.
3. **If you are picking up early, notify the front desk via email (FellowshipChristianSchools@gmail.com), at least 2 hours in advance.** We will request you park at the closed gates and your child will be dismissed to you.
4. If you are late for pick up, your child will be sent to Extended Care and you will need to park and pick up, pressing the blue doorbell, at the back door.

Pick Up/Drop Off Procedures:

All families will be given pickup tags to hang from their mirrors. These are necessary for all people picking up students from FCS. Please hang them from the front mirror of the vehicle so they can be clearly seen and we are able to call out pickup tags for student dismissal. All people picking up will be required to stay in their vehicles and use the pick up and drop off lanes.

1. All vehicles enter from the south, next to the Hyundai dealership. The parking lot is one way, only.
2. If you are attempting to enter the school **before the correct pick up time (no earlier than 3:50PM), you must park in a parking space. You can not stay in line.** School doors are locked until 4:00PM. This year, all pick up and drop off will have parents/guardians going through the pick up/drop off line. We are required to limit large gatherings and extra people (aside from students and staff) in the building.
3. At 3:50PM, you may enter the Pick Up lane (no getting out of the vehicle). This year, we have two lanes and all students will remain in their classrooms and be picked up from the pick up lane, at the front doors. Staff will be assisting with walking students to the vehicles.
4. Please refer to the Parking Lot & Pick Up/Drop Off Diagram for detailed directions.

Dropping Off

Until 9:00am, to help with keeping students in their pods/cohorts and to help prevent congestion, we will be using three doors for morning drop off. **Please make sure your child(ren) are at the correct door (the doors will also be labeled). Each door has a touchless thermometer that takes less than 1 second to read. Students need to be wearing masks during morning drop off.** The drop off locations/doors are labeled in the diagram below.

- **Back door, nearest the Hyundai Dealership: Kindergarten & Jr. Kindergarten entrance (Mrs. Heather & Mrs. Irina's classes)**

- **Back door, with the blue doorbell, closest to the front doors: Pre-K (Mrs. Victoria & Mrs. Rosa), 1st, 4th, 5th grade students**
- **Front doors: 2nd, 3rd, 6th-12th grade**
- If you are in need of walking your child to the door, **please wait until the students without waiting parents have entered the building.** **Students should not be congregating early or be dropped off at doors early.** The doors open at 8:20am. Remember, if you need to park, you must park in the back of the school, in a parking space (do not get out of your vehicle in the drop off/pick up lanes).

For safety reasons, after 9am all doors will be locked and students will need to use the front doors for entrance. At 9:30am, the school gate will be closed. Families will need to park before the closed gate and walk to the front of the building if they need access after 9:30am.

Pick Up & Pick Up Lane (in green, on the Diagram):

1. Follow the green arrows to the correct pick up location (at the front of the stairs). Please **DO NOT block the exit area shown in the parking lot diagram (refer to the diagram).**
2. Do not pre-load students or have them run out to your vehicle before the loading area.
3. **Please do not get out of your vehicle.**
4. Students should get in on the passenger side of the vehicle (so they are not near moving vehicles).
5. If your child requires assistance in buckling, etc., please pull forward to do so, as directed by the Parking Staff.

Park & Pick Up/Drop Off (in red, on the Diagram):

1. At 4:30PM, **during extended care hours, only**, you may Park & Pick Up (using the pass through lane for exiting). Please refer to the Parking & Pick Up Diagram for proper entering and exiting.
2. If you choose to park and pick up, you will turn into the parking area at the white school bus.
2. If you choose to park and pick up, you must park in a parking space at the back of the building. **Students will not be allowed to go out to vehicles that are not parked in the correct parking spaces. Please do not try and pick up students without parking in a parking space.**
3. Parents must press the blue doorbell at the back door so we know you are there to pick up. We can not leave side or front doors open with little kids in the hallways.
4. Please **only use the exit listed on the Parking Lot, Drop Off & Pick Up Diagram (boxed in yellow and red).**

Any families or visitors coming into the building are required to wear a mask at this time.

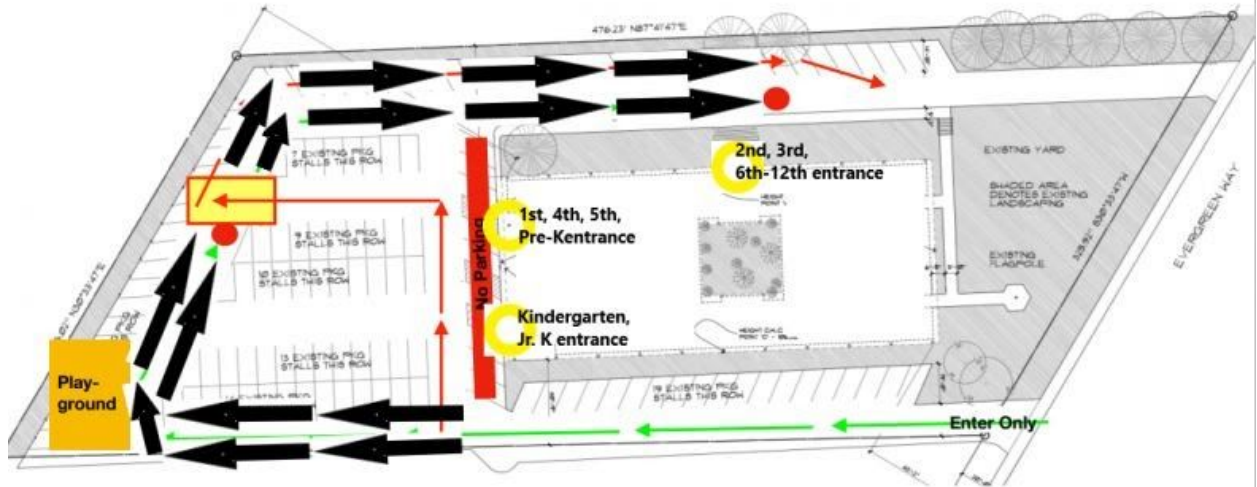
We hope the additional lane and pickup tags will help with traffic congestion, but we do also need your help with not arriving before the pick up time and making sure to have pickup tags clearly visible.

Please remember to be kind to one another and have patience with one another as drop off and pick up is conducted. A lot of people are learning a new procedure and may need your help with understanding the procedure as they work through it. Please do so in a loving manner.

If you have any questions, please feel free to email us.

Pick Up & Drop Off Map/Visual on next page.
--

Fellowship Christian School Parking Lot Diagram & Pick Up/Drop Off Procedures



- Stop (do not block)
- ← Pick Up Lane (to front doors; no getting out of vehicle)
- ← Park & Pick Up (Pass Through Lane)
- Exiting Area for those Parking (do not use other exits); Do not block exiting area (no vehicles may stop here).
- Student Entrances for drop off