

ASA Elementary School (Diamond Campus)

Drop Off Guidelines for Safety and Efficiency

(See Map below for details)

- ✓ Enter through the Evelyn Street driveway, drop off students at the cones by the main entrance and exit through the South driveway on the South side of the school.
- ✓ Pull up as far as possible in the drop off lane when no cars are ahead
- ✓ Please have students ready to go before pulling up. (Backpack, lunch, coats ready, etc.)
- ✓ Please, no passing in the drop off lanes.
- ✓ Please don't leave car or park along drop off lane; even for a minute. Use Parent Parking in the main parking lot to the west of the building (overlooking the park). Enter through Evelyn Street driveway.
- ✓ Shuttle riders are to be dropped off at the East end of the sidewalk near the front of the building and should stand near the Shuttle Bus Waiting Area sign in front of the Parish Office for the bus to arrive.
- ✓ The Loop on the East side of the building (Diamond Side) is for Buses only.

Dismissal Procedure for Car Riders:

- ✓ Please enter through the Evelyn Street entrance and form 3 lines, side by side, in front of the cones by the main entrance.
- ✓ Students will be assisted into the cars and cars will be released as soon as it is safe for the children. Please wait for your line to be released by the staff before moving. Please no passing in the lines.
- ✓ Parents must remain in cars so that the car rider dismissal runs smoothly and efficiently.
- ✓ Parents who have business in the school, please enter through the Evelyn Street driveway and park in the Parent Parking Area on the west side of the main parking lot.

