

LaVerne Elementary Preparatory Academy  
Arrival and Dismissal Procedures

Dear Parents/Guardians,

In order to continue to provide a safe, smooth drop off and pickup process for the operation of our school, our LEPA families, and our local community, please make note of the following drop off and pickup procedures.

- **All drive through** drop offs and pickups for **grades TK- 6<sup>th</sup>** will be conducted through the south driveway located on Linden St. Please **view the map below** for the direction of the flow of traffic for this area.
- In order to expedite the drive-through lane, scholars should have all items in hand and be ready to exit the vehicle once you have entered the “loading zone”. If you are in the loading/unloading area, your scholar(s) may exit the vehicle on the driver side and walk into the gate (on the map, the blue dot marks the gate entrance).
- The front parking lot will only be utilized for staff entering campus from 7:00 a.m. – 8:15 a.m. each morning and staff exiting campus from 2:00 p.m. to 4:15 p.m. each afternoon.
- **Walk-up** arrival for scholars eating breakfast, and walk-up dismissal will be offered at the MPR entrance **only** located in the front of the school across from the office.
- Scholars eating **breakfast** are admitted between **7:00 a.m. and 7:20 a.m.** The MPR doors will close at 7:20. Beginning at 7:30, scholars will be admitted through the black gates next to the office.
- Parents/Guardians **must park and walk your scholars to the door or gate** at which point scholars will proceed onto campus. Parents are **not** allowed to enter campus. Please form a line either next to the MPR for those eating breakfast, or on the sidewalk in front of the office if not having breakfast. Please remember to keep appropriately distanced from each other while waiting in line. Also, **do not** pull up along the curb or in any other area of the parking lot allowing your child(ren) to unload and walk up unaccompanied.
- When parking for walk-up arrival and dismissal, please find a safe area to park either in the dirt lot on Linden St. or on Mojave St. it has been requested of the school that you do not park in any of the parking lots that belong to Holy Family Church (located north of the school). Also, do not park across I Ave. as this is too dangerous. Please follow all posted street signs, traffic signs, curb colors, etc.
- If you choose to park in the parking lot across from the school, on the south side of Linden St., **the appropriate place to cross is at the stop sign at I Ave.** Pedestrians do have the right of way, but should also be courteous and try to cross as a group when possible, to allow traffic to flow.
- The current year’s placard must be presented at dismissal in order for your scholar to be released. If you do not have your placard with you during dismissal, you will be required to go into the office, show ID, and receive a temporary pass that must be surrendered at the appropriate pick-up area.
- Photos of placards will **only** be accepted at the walk-up location. Please ensure that the entire placard is visible when zoomed out.
- You will make your choice for your preferred method of pick-up by electing drive-through or walk-up on the paperwork in your welcome packet. Complete this form for each of your children. Please read the information carefully because once you have made your selection it cannot be changed. Please ensure that all parties that assist with pick-up of your scholar(s) are aware of which method you have elected **and** the appropriate procedures to follow.
- Expect the unexpected. Give yourself plenty of time so you are prepared for any and all delays. Do not jeopardize the safety of others because you are in a hurry.
- **Modeling courtesy towards others, patience, and good citizenship are always the best philosophies and set a great example for teaching children these traits.**

We thank you in advance for complying with these procedures.