

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- 6th** will be conducted through the south driveway located on Linden St. Please follow the flow of traffic, turning **right** onto Linden (not left).
- Please pull forward as far as possible before unloading your scholar(s).
- Please be sure your scholar is ready to exit the vehicle on the **driver's side** of the vehicle. They will then walk into the gate.
- Be sure to arrive before 8:00 a.m. as the gate will be closed at 8:00. After 8:00, you will take your scholar to the office to sign them in.
- **Walk-up** arrival for scholars 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 who do not come for breakfast will be admitted through the MPR.
- 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. Also, do not pull up along the curb or in any other area of the parking lot allowing your child(ren) to get out and walk up unaccompanied.
- The red curb next to the office is a fire zone. Vehicles are not allowed to stop or park in this area, even briefly.
- When parking for walk-up arrival and dismissal, please find a safe area to park and follow all posted street signs, traffic signs, curb colors, etc. It has been requested of the school that families not park in any of the parking lots that belong to Holy Family Church (located north of the school).

- The current year's placards 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.
- The gates/doors will close at **12:00 pm** on minimum days, **3:00 pm** at 2:45 dismissals, and at **4:00 pm** after 3:45 dismissals. Please arrive on time to pick up your child. After the doors/gates close, scholars who have not been picked up will be taken to the office and parents/guardians will be called.
- Once you select your preferred method for pick up, it cannot be changed.
- Please 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 the arrival and dismissal procedures outlined above and for your continued constructive feedback, support, and patience. If you have any further questions, please contact the front office at (760) 948-4333. Thank you – LEPA staff