



SUMMIT SCHOOL

Pick-Up and Drop-Off General Guidelines

- Guardians are responsible for transporting their children to and from school.
- Guardians and visitors must park in designated lined parking spaces only.
- Do not park in such a way to hinder the flow of traffic or jeopardize the safety of children.
- Parking is not allowed along the red curbs.
- Do not park in the designated spaces purchased by guardians at the annual Summit School Auction.
- State law prohibits neglect and endangerment of children. Never leave children unattended in a vehicle at any time, and always use car seats and seat belts.
- Students cannot be dropped off in the parking lots.
- Pedestrians are not permitted to cut through the carline.
- Please do not try to meet with teachers while they are supervising carline.
- There is no use of wireless phones (or other digital devices) while in the carline.
- At dismissal, please do not arrive earlier than 15 minutes before your child's dismissal, time as this blocks our fire lane and inhibits emergency vehicles from entering our facility.
- Summit School is not responsible for damage to vehicles or theft. Please secure all valuables and use caution while moving through the parking lot and carline areas.
- Key fobs will allow access to campus on scheduled school days at the following times/locations:
 - Front Office doors during office hours (7:45 AM – 3:45 PM)
 - Front blue gate during drop off (8:00 AM – 8:15 AM), pick up (3:15 PM – 3:30 PM) and afternoon extended day (3:30 PM – 6:00 PM)
- Front Office doors will be unlocked for drop off until 8:30 AM. After 8:30 AM, K-8 students must be walked into the office by an adult that will need to sign the student in to school using the School Check In system located in the front office.
- When leaving campus, you must exit through the Front Office during the school day (8:15 AM – 3:15 PM) and not through the outdoor gates.

Preschool

- Guardians must park in a designated parking space or along the street curb and walk their child to the preschool classroom to sign them in and out.

- **Drop-Off** – All guardians will walk their preschool student through the Main Office or front blue gate and go around the back of the administration building to the preschool lobby, which is located through the double glass doors. Parents will then sign in their child in the classroom and exit through the Main Office.
- **Pick-Up** – All guardians will enter through the Main Office or front blue gate and go around to the preschool entrance to sign out their student and then exit through the Main Office or front blue gate.

Kindergarten through Fourth Grade

- The main driveway at the front of the school is a drop-off and pick-up location for kindergarten through fourth grade only.
- **Drop-Off** - In the morning, please use the drive-through loop where a staff member will greet your child. Or park and walk your child to class.
- **Pick-Up** - In the afternoon, kindergarten through fourth grade students are dismissed from the MPR. Students who are picked up by private vehicles are dismissed from the north side double doors. For students who are picked up by guardians on foot, the guardian should enter campus through the front gate and proceed to the south side door of the MPR.
- Kindergarten students will be in MPR for pick-up even if they have a PS sibling.

Fifth and Sixth Grade

- **Drop-Off** - Fifth graders and middle school students should be dropped off at the east gate (unless they have a younger sibling in kindergarten through fourth grade.) The east gate is the official middle school entrance.
- **Pick-Up** - Grades five and six are dismissed at the east gate (unless they have a seventh or eighth grade sibling.)
- Older siblings in grades 5-8 go with their younger sibling(s) in the MPR for safety reasons. A bench is set up in the MPR for them with a teacher to supervise.

Seventh and Eighth Grade

- **Drop-Off** - Middle School students should be dropped off at the east gate (unless they have a younger sibling in kindergarten through fourth grade.) The east gate is the official middle school entrance.
- **Pick-Up** - Seventh and eighth grade students dismiss at the south gate on E. Woodland Dr. (along with any fifth and sixth grade siblings) to eliminate dangerous traffic situations.
- Older siblings in grades 5-8 go with their younger sibling(s) in the MPR for safety reasons. A bench is set up in the MPR for them, and a teacher to supervise.

- For seventh and eighth graders with siblings in MPR, guardians who want their K-6 kids to go to the back gate can make this request to HOS.

Front Gate Dismissal

On occasion it will be necessary for K-4 to be dismissed from the front of the school if the MPR is being used for a special event.

- **K-4 Pick-Up** - The pick-up process is still the same, only K-4 students will be dismissed from outside of the Main Office/front blue gate.

The well-being of all our students is our primary concern. We are required to see that our students are safely supervised when they are arriving to, or leaving from, campus. If a guardian or authorized driver appears to staff to be impaired or intoxicated when they arrive to pick up a child, Summit staff will refuse to release the student to the impaired or intoxicated adult. Summit staff will then contact the emergency authorization numbers that are listed in the student's file. If Summit staff is not able to reach a guardian or an authorized emergency person, staff will call the Phoenix Police Department and follow their instructions.

Summit protocol for this situation is:

1. Make alternative arrangements for child pick-up including attempting to contact another person on the Authorized Child Pick-up List.
2. Notify the following individual(s) by phone and email:
 - a. The guardian(s) of the child (if they are not the ones who are intoxicated or impaired).
 - b. Guardians of other children the person has been authorized to pick-up.
 - c. Appropriate school staff.
 - d. Follow the state mandated "Child Abuse and Neglect" policy for reporting the incident to the Arizona Department of Child Safety.

The Head of School, Athletic and Activities Director, and all other designated school personnel are authorized to carry out the directives of this policy.