

Wahsatch Building Arrival/Dismissal Procedures

Arrival: Drop-off is from 7:35 A.M. to 8:05 A.M. Do not drop off students prior to 7:35 A.M. as there will be no staff supervision before this time. Those arriving late must come into the building and sign in their child at the front office. **Non-staff members are not permitted to enter the building, except to sign in a late student, before the start of school, during the morning car line, or fifteen minutes after the end of the morning drop-off.** Always walk your child to/from the building using the crosswalks. Students may be dropped off in carline or walked into the main playground to enter through the designated door.

Dismissal: Pick-up is from 3:20 P.M. to 3:50 P.M. Monday – Thursday and from 1:35 to 2:05 P.M. on Friday. After this window of time, parents must come into the building and sign out their child at the front office. Children may be picked up from the carline or from the main playground. Guardians should give their carpool number to the staff member facilitating pick up and wait for their child to come to them. Students who are not picked up by the end of dismissal are escorted to the office (late fees will apply). **Non-staff members are not permitted to enter the building, except to pick up their child late, unless by appointment during or after pick-up times.**

Wahsatch Building Carline Procedures

You **must** adhere to the following procedures when using the carline:

- The carline flows from west to east directly in front of the school building and turns RIGHT into the student drop-off/pick-up lane on the east side of the building. No left turns from westbound St. Elmo Street into student drop-off/pick-up lane in the driveway east of the building.
- Please pull into the student drop-off/pick-up lanes in the driveway on the east side of the building and on Wahsatch Avenue. Do not let your child get out of the vehicle on St. Elmo Street.
- **Stay in your vehicle at all times.** A staff member will come to retrieve your child from your vehicle, so please make sure they have their belongings gathered and are ready to exit from the right-hand side.
- Children should exit and enter the vehicle on the right side of the vehicle in a timely manner. If this is not possible, please park and walk children in.
- Turn right onto Wahsatch Avenue when exiting the drop-off/pick-up lane. No left turn onto Wahsatch Avenue when exiting the drop-off/pick-up lane from the driveway east of the building.

Wahsatch Building Parking Procedures

You **must** adhere to the following procedures when parking:

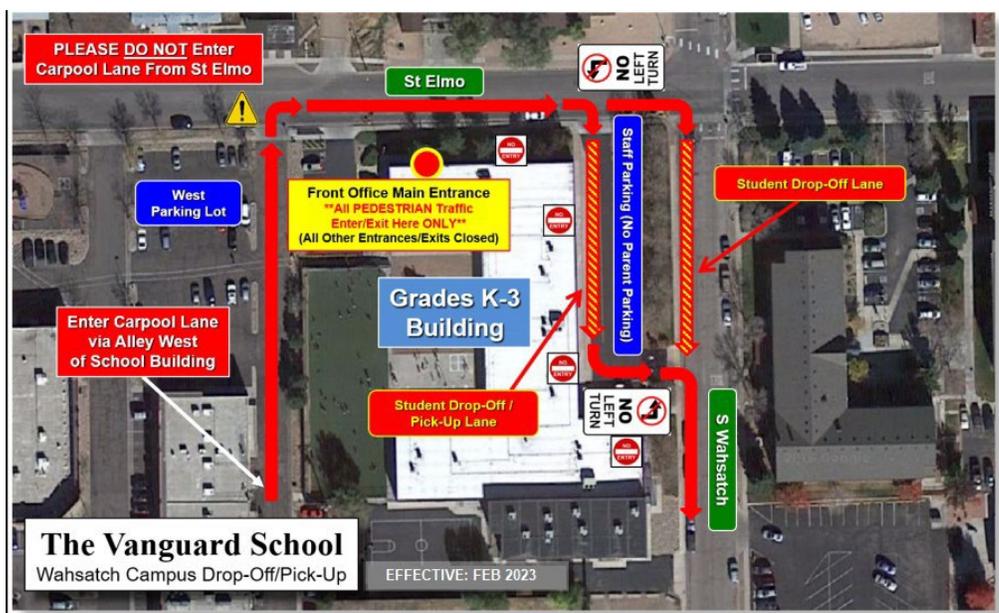
Where parking is allowed:

- On St. Elmo Street before the school (not in carline or small spot between the two parking lots).
- On St. Elmo Street after Wahsatch Avenue.
- On the east side of Wahsatch Avenue (please adhere to the no parking areas and handicap areas).
- In the parking lot on the west side of the building by the shopping center.
- Always walk your child to/from the building, using the crosswalks.

Where parking is not allowed:

- In the staff parking lot where the drop-off/pick-up area is located for carline.
- In any other facility's parking lot that is not associated with the school.
- In spaces reserved for the handicapped without proper authorization.
- Anywhere in the alley to the west of grades K-3 (Wahsatch) building and between the shopping center and our school (where cars line up for drop-off and pick-up times).
- On the west side of Wahsatch Avenue (north of St. Elmo Street).
- Anywhere in the St. Joseph's church parking lot.
- Anywhere that states parking is prohibited by law.

Wahsatch Building (Kindergarten and Grades 1-3) Drop-off and Pick-up Map



Southern Cross Building Arrival/Dismissal Procedures

Arrival: Drop-off is from 7:35 A.M. to 8:05 A.M. Do not drop off students prior to 7:35 A.M. as there will be no staff supervision before this time. Those arriving late must come into the building and sign in their child at the front office. **Non-staff members are not permitted to enter the building, except to sign in a late student, before the start of school, during the morning car line, or fifteen minutes after the end of morning drop-off.** Always walk your child to/from the building using the crosswalks. Students may be dropped off in carline or walked into the main playground to enter through the designated door.

Kindergarten Train: If a child at Southern Cross has a sibling at Wahsatch, the child may join the Kindergarten Train to be walked from Wahsatch to Southern Cross in the morning or back in the afternoon. Students walking in the morning should be dropped off at Wahsatch no later than 7:50 A.M. Students signed up for the train are walked from Southern Cross to Wahsatch at the end of the day. If you see your child walking, please give your carline number to our staff and wait for your child to be released to you; do not take your child from the line.

Dismissal: Pick-up is from 3:20 to 3:50 P.M. Monday – Thursday and 1:35 to 2:05 P.M. on Friday. After this window of time, parents must come into the Southern Cross building and sign out their child at the front office. Students who are not picked up by the end of dismissal time are escorted to the Southern Cross Building front office area (late fees will apply). **Non-staff members are not permitted to enter the building, except to pick up their child late, unless by appointment during or after pick-up times.**

Southern Cross Building Carline Procedures

You **must** adhere to the following procedures when using the carline:

- Southern Cross Carline begins on southbound Wahsatch Avenue and continues onto westbound St. Elmo Street.
- Enter the drop-off/pick-up area from the westbound lane on St. Elmo Street. **DO NOT** enter Carline Lane from eastbound St. Elmo Street.
- Please pull into the student drop-off/pick-up lane directly east of and adjacent to the Southern Cross kindergarten building.
- Children should exit and enter the vehicle on the right side of the vehicle in a timely manner. If this is not possible, please park and walk children in.
- Stay in your vehicle at all times. Please DO NOT let your child get out of the vehicle. A staff member will come to retrieve your child from your vehicle; please make sure they have their belongings gathered and are ready to exit from the right-hand side.

Southern Cross Building Parking Procedures

You **must** adhere to the following procedures when parking:

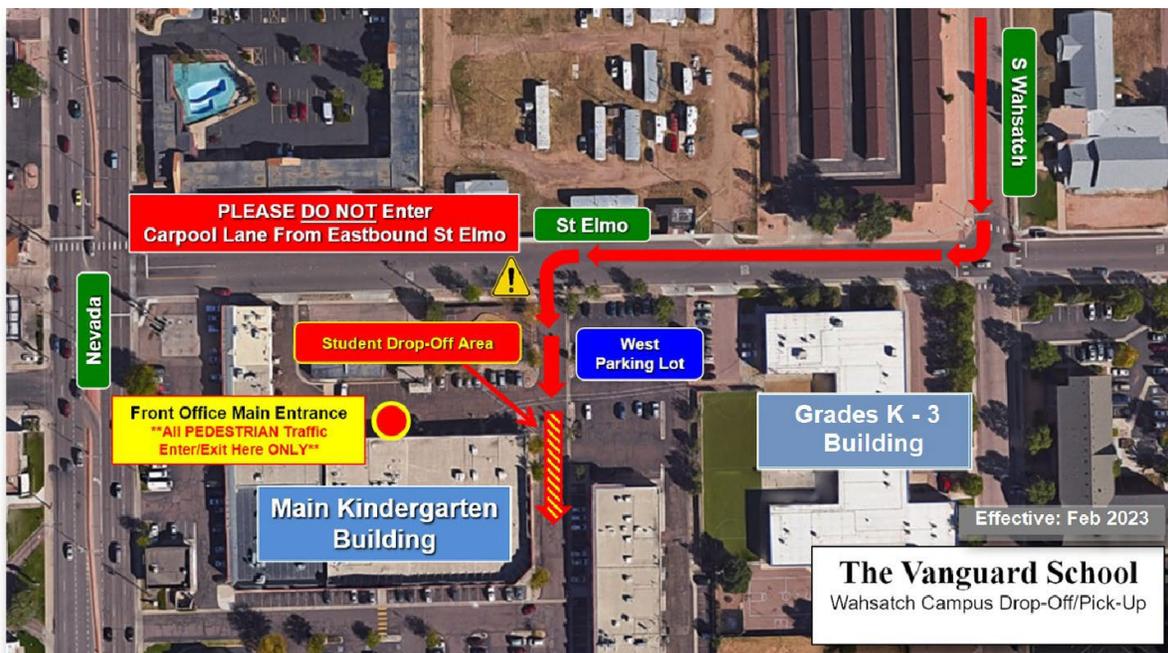
Where parking is allowed:

- On St. Elmo Street before the school (not in Carline or small spot between the two parking lots).
- On St. Elmo Street after Wahsatch Avenue.
- On the east side of Wahsatch Avenue (please adhere to the no parking areas and handicap areas).
- In the parking lot on the west side of the building by the shopping center.
- Always walk your child to/from the building, using the crosswalks.

Where parking is not allowed:

- In the staff parking lot where the drop-off/pick-up area is located for Carline.
- In any other facility's parking lot that is not associated with the school.
- In spaces reserved for the handicapped.
- Anywhere in the alley to the west of grades K-3 (Wahsatch) building and between the shopping center and our school (where cars line up for drop-off and pick-up times).
- On the west side of Wahsatch Avenue (north of St. Elmo Street).
- Anywhere in the St. Joseph's church parking lot.
- Anywhere that states parking is prohibited by law.

Southern Cross Building Drop-off and Pick-up Map



Corona Campus Arrival/Dismissal and Carline Procedures

Grades 4-6 Drop-off and Pick-up

Arrival: Drop-off is from 7:30 A.M. to 8:00 A.M. Please do not drop off students prior to 7:30 A.M. as there will be no staff supervision before this time. Those arriving late must come into the building and sign in their child at the front office. **Non-staff members are not permitted to enter the building, except to sign in a late student, before the start of school, during morning car line, or fifteen minutes after the end of morning drop-off.** Always use crosswalks when walking from the parking lot.

Dismissal: Pick-up is from 3:15 to 3:45 P.M., Monday through Thursday and from 1:30 to 2:00 P.M. on Friday. Those arriving after these times must come into the building and sign out their child at the front office. All students (including those with siblings) should be picked up at their respective campus, as there will be no walking between campuses. **Non-staff members are not permitted to enter the building, except to pick up their child late, unless by appointment during or after pick-up times.**

Procedure: When driving into the upper-level parking lot, there are three in-bound only lanes. The grades 4-6 carline lane is the far left in-bound lane, and cars should turn into this lane immediately from Corona Avenue. The middle lane provides access to the upper parking lot and can be followed forward as a thru-lane to the lower parking lot. The far-right lane is the Junior High carline lane.

All upper elementary traffic (carline and parking lot) enters by turning left into the first access point and travels clockwise. All traffic exits at the east end of the parking lot and turns left, traveling down to the lower lot to exit campus.

The drop-off and pick-up zone for these grades is along all curbed areas in front of the High School, Buildings A and B, and along the dirt lot. Vanguard School staff will be present to assist your child in getting out of and into your vehicle. **PLEASE NOTE: Children should exit vehicles from the back seat on the driver's side to avoid exiting into a thru-lane.** Families may utilize any area where there is sidewalk space for drop-off and pick-up, but please remember to pull as far forward as possible when doing so. For the safety of our students, please do not drop off or pick up children in the right lane. If you wish to park and drop off or pick up your child(ren), utilize the appropriately marked crosswalk areas and accompany your child(ren) to and from the school building(s).

Walking Permission Dismissal: Guardians who wish to meet their child(ren) at a designated location off campus may fill out and turn in a Walking Permission form for their child(ren). **All students with Walking Permission forms completed and turned in will be released from their homeroom at 3:40 P.M. (1:50 P.M. on Friday) to walk directly to their designated pick-up location.**

