

St. Luke School Arrival and Dismissal Procedures

General Arrival Information:

Students should be dropped off between 8:10 and 8:30. Children should exit vehicles only at the designated places where a staff member or SLS Student Ambassador is on duty. **For safety reasons, students should NOT be dropped off early or let out of the car and sent up the sidewalk. Students should not be dropped off anywhere other than the designated covered entrances to each building.**

Teachers are on duty and in their classrooms ready to greet students at 8:10. The school day begins at 8:30. Students arriving after that time are considered tardy and must be signed in by a parent at the receptionist desk for a tardy slip. Parents visiting a classroom at any building must have a visitor's pass after 8:30.

General Dismissal Information:

Dismissal for all students will begin at 3:15. Parents should remain in cars and drive under the covered area at the building from which they are picking up students. Dismissal from each building is monitored by school staff. Please do not block the street at any of the buildings – you may have to circle the block if the traffic has overflowed the parking lot.

Building Specifics:

Church building (Junior Kindergarten, 3rd, 4th) – Parents should enter the parking lot between First Baptist Church and St. Luke Church from 2nd Avenue, and drop students off at the covered entrance. The line for cars at dismissal will begin under porte cochere.

ELC (Kindergarten) – Parents should enter the ELC driveway from 3rd Avenue to drop off/pick up students.

318 building (1st, 2nd) – Parents should enter the rear parking lot from Veterans Parkway, and drop off/pick up students at the covered side entrance. Please form two lines in the parking lot, merging back into one as you approach the fence and turn back towards the building.

Ministry Center (5th) – Parents should enter the parking lot from 3rd Avenue to drop off/pick up students. Please form two lines.

Middle School (6th – 8th) – All drop-off is at the covered entrance, with vehicles entering the parking lot from 2nd Avenue. 6th and 7th graders will also dismiss from that covered entrance, while 8th graders will dismiss from the 3rd Avenue parking lot via the Middle School lobby.

ELC Before/After School Program:

Students participating in the before school program at the ELC will be offered breakfast until 8:10 and will line up to be walked to the appropriate building at 8:15. Students attending the after school program will be escorted by staff members to the ELC at dismissal.

If dropping off students at multiple buildings, please refer to the St. Luke School website for a color coded traffic flow map.

Please be patient with us as we iron out all the scheduling issues involved in dismissing over 550 students, and making sure all are in the right location and properly supervised.