

ARRIVAL:

- Drop off begins at **7:30am** and is staffed **until 7:55am**
- Parents should use carline loops for student drop off in lane **along sidewalk**
- Students **need to be ready** to promptly exit vehicle on **passenger side** (closest to sidewalk)
- Students shall enter **through 1 entry point** as marked (**Front doors** or **PrePrep**)
- *Campus entry can use either carloop
IMPORTANT: vehicles may be re-routed as necessary to keep traffic moving on US Hwy 41
- LP Parents should remain in vehicles **at all times**. If emergency where parking is needed, only the student should proceed to entry points via crosswalks.
- Students should enter building **by 7:55am** as class begins at **8am**
- Tardy students should be escorted by a parent/guardian to **LP's Main Bldg doors**



DISMISSAL:

- **PrePrep carline dismissal:**
2:40-2:55pm via North Loop

- **PrePrep Sibings**– LP students in Kg, 1st, & 2nd gr w/ PrePrep siblings: **2:45pm dismissal** – follow north loop carline procedures [HERE](#). Parents must have current year's **green dot** car tag present & visible (**no pictures of tags on phones will be accepted**)

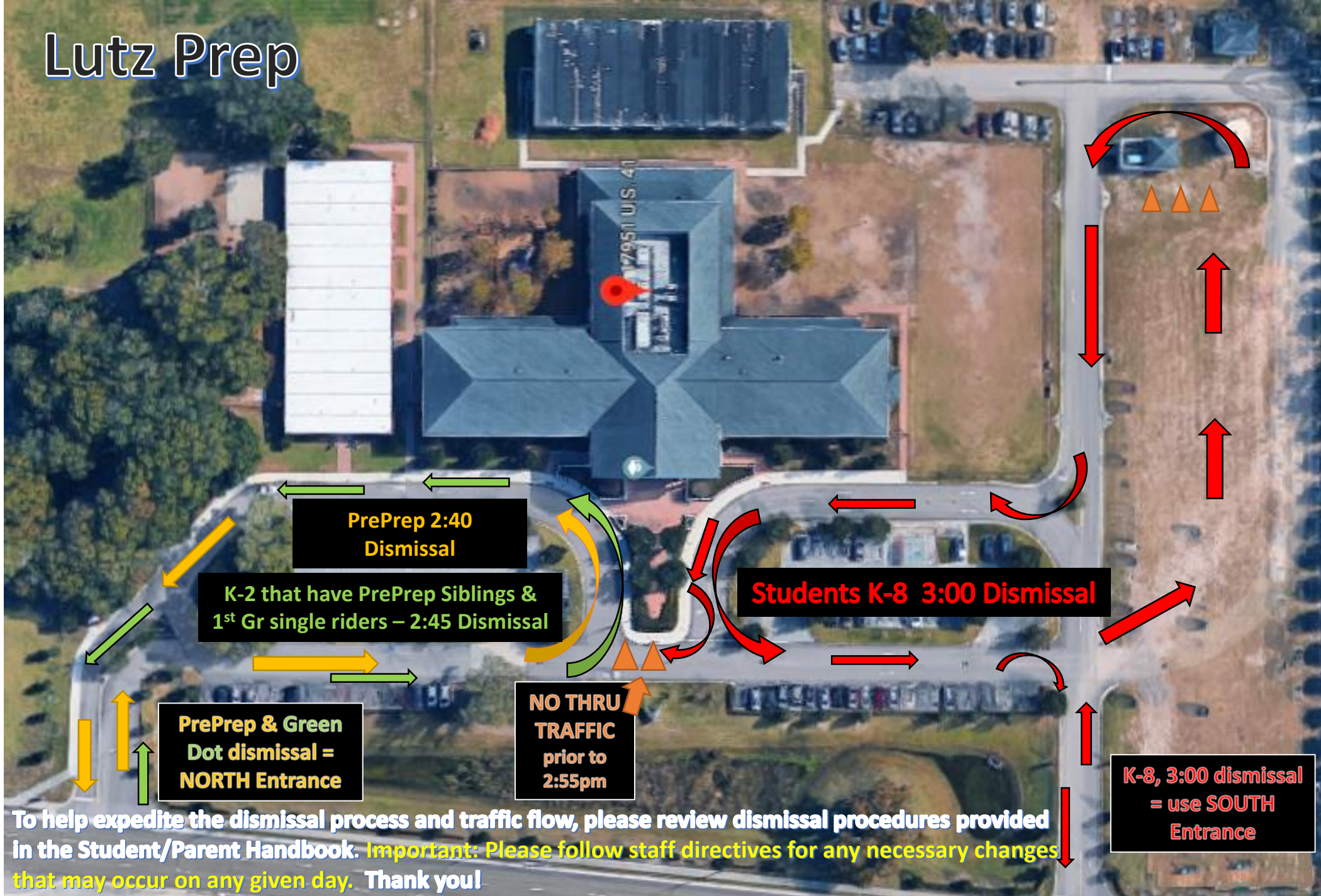
- If you do *not* have a PrePrep sibling and end up in wrong loop, please cue a staff member for assistance in entering the correct line

- **LP K-8 carline dismissal: 3:00pm via South Loop**

- Parents must have current year's car tag present & visible (**no pictures of tags on phones will be accepted**)

- If student misses their name, parents will be directed to a designated area (please advise staff must keep carline moving)

- Parents or designated approved parties who do *not* have current year's car tag will be required to park, wait until end of carline, and proceed to designated area near front doors to sign out student by presenting proper identification





Lutz Prep Dismissal Q & A

2:40-2:55 – PrePrep (2:40), K-2 with PrePrep Siblings & 1st Gr Single Riders (2:45) ♦ **3:00-3:30** – LP K-8

☐ What time does dismissal begin?

PrePrep begins @2:40 – **North Loop**

K-2 students with PrePrep Siblings begins @2:45 – **North Loop**

1st gr Single Riders begins @2:45 – **North Loop**

All other K-8 students begin @3:00 – **South Loop**

☐ Can I park and walk up to pick up my student(s)?

No; Parents should remain in their vehicles during carline.*

**INCLUDING those using North Loop w/ PrePrep siblings*

☐ Who will help my younger student at dismissal (ex. KG student)?

KG teachers and other support staff will assist / walk KG students out initially until routine is learned.

☐ What if I have LP students in multiple grade levels; what carline do I use?

Please review groupings below:

Any pairings of Kg, 1st, & 2nd gr that *include* a PrePrep sibling
OR 1st Gr Single Rider...use carline in **North Loop; 2:40/2:45**

Any K-8 students *without* a PrePrep sibling, or Gr. 3-8 *with* a PrePrep sibling (after PrePrep line)...use carline in **South Loop**

☐ What if I forget my student's Car Tag?

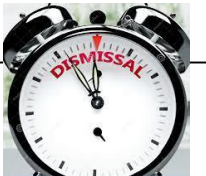
You will be directed by staff to a designated area to sign out your student(s) by presenting proper identification towards end of carline. **We cannot accept pictures of car tags (on cell phones for example) as a substitute. Sorry, no exceptions.**

☐ What if I'm late to pick-up my student from 3-3:30 carline dismissal?

Please arrive on campus **by 3:25** to pick up your student(s) in the carline. Vehicles will be directed to proper loop and/or After Care when queuing field has reached the end. Parents/Guardians will incur charges based on extended care program if student is not picked up by end of carline. (see handbook for further details)

☐ What if my student is not at their area or cone when my row is ready/directed/ to exit the loop?

You will be directed by staff to a designated area to wait for your student, or to return to the queueing field to have student(s) submitted by dispatcher again.



Lutz Prep Dismissal Q & A

2:40-2:55 – PrePrep (2:40), K-2 with PrePrep Siblings & 1st Gr Single Riders (2:45) ♦ 3:00-3:30 – LP K-8



- ❑ What if I am in a carpool, what carline do I use if I have multiple grade levels in my carpool?

If your carpool ONLY includes students in grades K-8:

starting @3:00 – using **South Loop**

If your carpool includes ANY PrePrep siblings with Kg, 1st, 2nd:

starting @2:45 – using **North Loop**

PARENTS DO NOT EXIT VEHICLES

- ❑ If my student has after school activities or I have scheduling conflicts, can I request to pick up earlier or use the North Loop - even without a PrePrep sibling or 1st gr single rider?

No; unfortunately we cannot alter our dismissal procedures for personal schedule requests.

- ❑ What if my student dismisses with a school approved off-site vendor? (i.e. Cheval, After School Scholars)

A staff member will take attendance and assist with pick-up in the north loop during vendor arrival to campus.

- ❑ What if I have other dismissal questions that are not listed? Please contact administration@lutzprep.org or email your teacher with other questions so we can provide further guidance.



IMPORTANT:

Students will be exiting from various locations and rooms on campus resulting in a natural staggering method and arrival to their cones. **Please be patient during the first few weeks as we are all learning the system** to safely and effectively conduct our dismissal process.

THANK YOU!