



# ARCHWAY CLASSICAL ACADEMY | GLENDALE

A Great Hearts Academy

## Morning Drop-Off

1. **Campus Opening Time:** Archway Glendale's campus will open for students at 7:00 am. **Students are not allowed on campus (out of their cars) prior to 7:00 am.**

**Archway Glendale Student Entrance:** Beginning at 7:00 am, students may enter the building through the glass lobby doors. *Parents who drive may not park in the lot and walk their student to the door.*

**Morning Student Areas:** Students may use a number of areas before school based on a rotating schedule. The areas include the multi-purpose room, playground, and field. Students will be directed to the proper area when they arrive between 7:00 and 7:30 am.

2. **Morning Entrance:** Parents may enter campus from 83<sup>rd</sup> Ave. only. There are two lanes of traffic entering the parking lot via 83<sup>rd</sup> Ave. One lane is for vehicles turning right into the parking lot and the other lane is for vehicles turning left into the parking lot. After entering the parking lot, all vehicles must **make a right turn. Archway Glendale parents should move into the left lane as opportunity permits.** Just past the Glendale Prep drop-off, a staff member will direct Archway Glendale parents to move to the right into the Archway Glendale drop-off lane.

**One-Way Traffic in Parking Lot:** The parking lot is one-way only all day. Please follow the arrows.

3. **Drop Off:** All vehicles dropping off must **move to the far left Archway Glendale drop-off lane and obey the traffic direction of staff members.** Students may only exit from the right side of vehicles in the far right lane. The three left lanes are only to be used for passing in order to exit the campus. Parking and stopping are not allowed in these lanes. Parents **must remain in their vehicles** when dropping off via the Archway Glendale drop-off lane. **Please follow the directions of the staff members directing traffic in the parking lot.**

**Crosswalks:** Please do not block any on-campus crosswalks at any time. The exception is the southern-most crosswalk, which cannot be used for crossing during drop-off or pick-up. A crossing guard will be on duty at the intersection of 83<sup>rd</sup> Ave. and Pinnacle Peak Rd. beginning at 7:00 am to help parents and students safely enter campus.

4. **Morning Exit:** All vehicles must exit campus by making a right turn onto 83<sup>rd</sup> Ave. Please **be aware** of other parents entering the driveway from 83<sup>rd</sup> Ave. and **be courteous** to other drivers. **Left turns onto 83<sup>rd</sup> Ave. are illegal from 7:00 to 9:00 am.**
5. **Parent Parking:** Parents who need to visit the school office should park in the spots on the south end of the lot, across from the school office. Please remember that parking space is very limited. Thus, **parking in the school lot and walking a student to class is not allowed during morning drop-off except for extraordinary circumstances.** (Parking is available on Pinnacle Peak Rd. east of 83<sup>rd</sup> Ave.)
6. **Late Arrival:** Parents who arrive at or after 7:40 am should follow the directions in #3 to drop off their student, except that tardy students must enter the school office to obtain a late pass before going to class. If your student is tardy due to an appointment or other excused reason, please park and walk your student to the school office to be signed in.



## After School Pick-Up

1. **Parent Arrival:** To ensure quick and efficient pick-up of students, please **do not arrive before your assigned pick-up time**. *Parents who arrive early may be asked to continue circling around the parking lot in the queue lane until the appropriate time.* **Please hang your pick-up tag on your rear view mirror** and be sure your information is entered into the Ipad. If you forget your tag, please park and bring your ID to the school office.

### **Pick-Up Times:**

**Half-Day kindergarten pick-up is at 11:00 am every day.** Parents may arrive on campus as early as 10:50 am. The pick-up tag for half-day kindergarten is YELLOW.

**Full-Day kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade pick-up is at 2:30 pm (11:30 am on half-days).** Parents may arrive at 2:15 pm for the 2:30 pm pick-up (11:15 am for the 11:30 am pick-up). The pick-up tag for K-2 is TEAL.

**3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade pick-up is at 2:45 pm (11:45 am on half-days).** Families with any students in 3-5 **may not come before 2:40 pm (11:40 am on a half-day)**. The pick-up tag for 3-5 is PINK.

**\*Early release Wednesdays:** Full-day kindergarten through 5<sup>th</sup> grade pick-up is at 1:30 pm. Parents may arrive at 1:15 pm for the 1:30 pm pick-up.

You must arrive on campus and be sure your information is **entered into the Ipad by 2:55 pm (1:55 pm on early release Wednesdays or 11:55 am on half-days)**. After that time you are late. Please park and walk to the school office to pick up your Archway Glendale student if you are late.

2. **Pick Up:** All visitors must enter the campus from 83<sup>rd</sup> Ave. All vehicles must **make a right turn** after entering the parking lot. **Archway Glendale parents should use both lanes in the queue. Please follow the directions of the staff members directing traffic in the parking lot.**

**One-Way Traffic in Parking Lot:** The parking lot is one-way only all day. Please follow the arrows.

**Pick-up Location:** The only designated location for student pick-up is the south end of the east curb. Pick up is not allowed in non-designated areas of the parking lot or pick-up lane, along 83<sup>rd</sup> Ave., Pinnacle Peak Rd., or Planada Ln.

**Changes To After School Arrangements:** You must communicate to the school office and your student's teacher any changes to your family's normal pick-up routine. If your student is not in the multi-purpose room due to an unannounced change, you may need to park and walk to the school office.

**Remove your pick-up tag from your rear view mirror once your Archway Glendale student(s) are loaded into your vehicle.**

3. **Parent Parking:** Please remember that parking space is very limited. Thus, **parking in the school lot and walking to pick up a student is not allowed during after school pick-up, except for extraordinary circumstances.** Parking is available on Pinnacle Peak Rd. east of 83<sup>rd</sup> Ave. A crossing guard will be on duty at the intersection of 83<sup>rd</sup> Ave. and Pinnacle Peak Rd. beginning at 2:30 pm to help parents and students safely enter campus.

4. **Afternoon Exit:**

**Vehicles:** All vehicles that picked up students through the pick-up lane must exit onto 83<sup>rd</sup> Ave., **making a right turn. Turning left causes significant backups and extends everyone's time in the queue.**

**Walkers:** Please exit the campus carefully, taking care in the crosswalks. If you live east of 83<sup>rd</sup> Ave, you **must** use the Pinnacle Peak Rd. crosswalk. **Do not cross 83<sup>rd</sup> Ave. at Planada Ln.** A crossing guard will be on duty at this intersection, beginning at 2:30 pm.

**Pinnacle Peak Rd. Campus Exit:** Only Archway Glendale staff members may exit onto Pinnacle Peak Rd. from their designated parking spot.

5. **Campus Close Time:** All students must be picked up by 3:05 pm, when dismissal ends. A late fee may be charged to parents if their student is still on campus after dismissal. Please see the Late Student Pick-Up Form for details.