



Morning Drop-Off

Students will enter the building at the Main Student Entrance from 7 to 7:39 am.
At 7:39 am, students will enter through the school office to get an Admittance Slip.

DO	DON'T
Arrive on campus between 7 and 7:20 am to ensure your student is on time to school.	Allow students to exit vehicles or wait on campus before staff members are on the curb at 7 am.
Enter the campus from 83 rd Ave. only.	Enter the campus, stop or park anywhere near the Pinnacle Peak Rd entrance. This entrance is for employees and Glendale Prep drivers. A parking pass is required for entrance.
Drive one-way only in the parking lot.	
Use both lanes and drop off at either the north curb or the east curb. Pull forward as much as possible behind the vehicle in front of you.	Switch lanes at any time after entering the campus. If you prefer to drop off at a particular curb, please be sure to enter the campus so that you will be in the correct lane. Going north on 83 rd Ave., you will drop off on the East curb. Going south on 83 rd Ave., you will drop off on the North curb.
Have your student(s) exit the vehicle on the passenger side only in the far-right lane next to the curb.	Stop or park in non-designated areas of the parking lot or drop-off queue, along 83 rd Ave., Pinnacle Peak Rd., or Planada Ln. to let students out of your vehicle.
Be careful and attentive during drop-off.	Get out of your vehicle while in the drop-off queue.
Follow the directions of staff members on duty.	Block the crosswalks. The only exception is the southern-most crosswalk, which cannot be used at any time.
Turn right when exiting the campus, left turns are illegal from 7 to 9 am.	Block the three far left lanes of traffic. They are used for vehicles exiting the campus.
Use the drop-off queue only. If you need to visit the school office, park in the spots at the south end of the parking lot across from the school office. If possible, try to visit the school office after 7:40 am.	Park in the parking lot to walk your student(s) to the door between 7 and 7:39 am.
Park on Pinnacle Peak Rd. east of 83 rd Ave. on the north side of the street if you want to walk your student(s) to the Main Student Entrance.	Park in the fire lane at any time.
Park and walk your student(s) to the school office if you arrive on campus at or after 7:40 am. The Main Student Entrance closes at 7:39 am.	Drop your student(s) off on the curb if there are no staff members present.



After School Pick-Up

DO	DON'T
<p>Arrive at your oldest student's pick-up time. See the table below for details. If you are picking up Glendale Prep students, please come as close to 2:55/12:25 as possible. You will have to exit the parking lot, go around the block and enter via 83rd Ave to get in the Glendale Prep pick-up queue. If you arrive after 2:55/12:25 you may get stuck in Glendale Prep pick up.</p>	<p>Arrive early. If you arrive early, you will be asked to exit the campus and re-enter the parking lot at the appropriate time.</p>
<p>Enter the campus from 83rd Ave. only</p>	<p>Enter the campus, stop or park anywhere near the Pinnacle Peak Rd entrance. This entrance is for employees and Glendale Prep drivers only.</p>
<p>Drive one-way only in the parking lot.</p>	
<p>Display the pick-up tag in a visible location, such as hanging from the rear-view mirror or on the dashboard.</p>	<p>Leave your pick-up tag in a visible location after picking up Archway Glendale students when also picking up Glendale Prep students.</p>
<p>Use both lanes of traffic for pick up. Students will be picked up on the east curb using both lanes. Pull forward as much as possible behind the vehicle in front of you.</p>	<p>Stop or park in non-designated areas of the parking lot or pick-up queue, along 83rd Ave., Pinnacle Peak Rd., or Planada Ln. to pick students up.</p>
<p>Stay alert and careful, following the directions of staff members.</p>	<p>Switch lanes (unless directed to) or allow distractions (cell phone, etc.) to keep you from being cautious while on campus.</p>
<p>Notify the office at office@archwayglendale.org and your student's teachers if there is a change to your family's normal pick-up routine.</p>	
<p>Turn right when exiting the parking lot.</p>	<p>Turn left when exiting the parking lot onto 83rd Ave. This causes significant backup and extends pick up.</p>
<p>Park on Pinnacle Peak Rd. east of 83rd Ave. on the north side of the street and bring your pick-up tag to walk to pick up your student(s) at the Main Student Entrance.</p>	
<p>Park and walk to the office if you forgot your tag, have an old tag, or arrive late (after 2:55 on full days or 12:25 on half days). Please bring your ID. You may use the fire lane to park in this case only.</p>	

Pick-Up Times:

GRADE	Half-Day Kinder	Full-Day Kinder, 1st, and 2nd Grade	3rd, 4th, and 5th Grade
Full-Day Arrival Time	10:50	2:15	2:40 (*students will not be released until 2:40)
Full-Day Pick-Up	11:00	2:30	2:45
Half-Day Arrival	10:50	11:45	12:10 (*students will not be released until 12:10)
Half-Day Pick-Up	11:00	12:00	12:15
Pick-Up Tag Color	PINK	BLUE	GREEN