



BridgePrep Academy of Palm Beach Drop Off & Pick Up Procedures

ALL parents will use the drop off line for their child

Drop Off Procedures

1. Follow the car loop around the property. PLEASE only use the inside lane. BridgePrep staff AND Safety Patrols will be at the car loop to assist with exiting students from vehicles and escorting them into the building.
2. **PLEASE make every effort to only use the driver's side back door for your students. For safety reasons, we only want students entering and exiting cars from the driver's side.**
3. Do not park your car in the car loop line.
4. Refrain from using your cell phone during drop off.
5. Pay careful attention to staff and students in the drop off area.
6. After dropping off your child follow the loop around the building to exit the campus.
7. Car-Line doors will close PROMPTLY at 8:30. Once the doors are closed, students must be signed in by a parent in the front office. PARENT MUST GET OUT OF THEIR CAR AND PHYSICALLY SIGN THE STUDENT IN.

Pick Up Procedures

1. Follow the car loop around the property. PLEASE use only the inside lane.
2. **You MUST pick your child up in the car line. Parents will NO LONGER be permitted to walk up and take students from the car line.**
3. Have your child's name tag on the driver's side dashboard.
4. BridgePrep staff AND Safety Patrols will be at the car loop to assist with calling students to vehicles and escorting them to their car.
5. Do not park your car in the car loop line.
6. Refrain from using your cell phone during pick up.
7. Pay careful attention to staff and students in the pick-up area.
8. After picking up your child follow the loop around the building to exit the campus.
9. After 2:45 (K & 1) and 3:45 (2-7), students will be brought to the main office where a parent will have to physically sign the student out.
10. **There will be a late pick-up fee assessed for any parents late picking up their child(ren). \$5.00 for the first 10 minutes, and \$1.00 for each additional minute.**