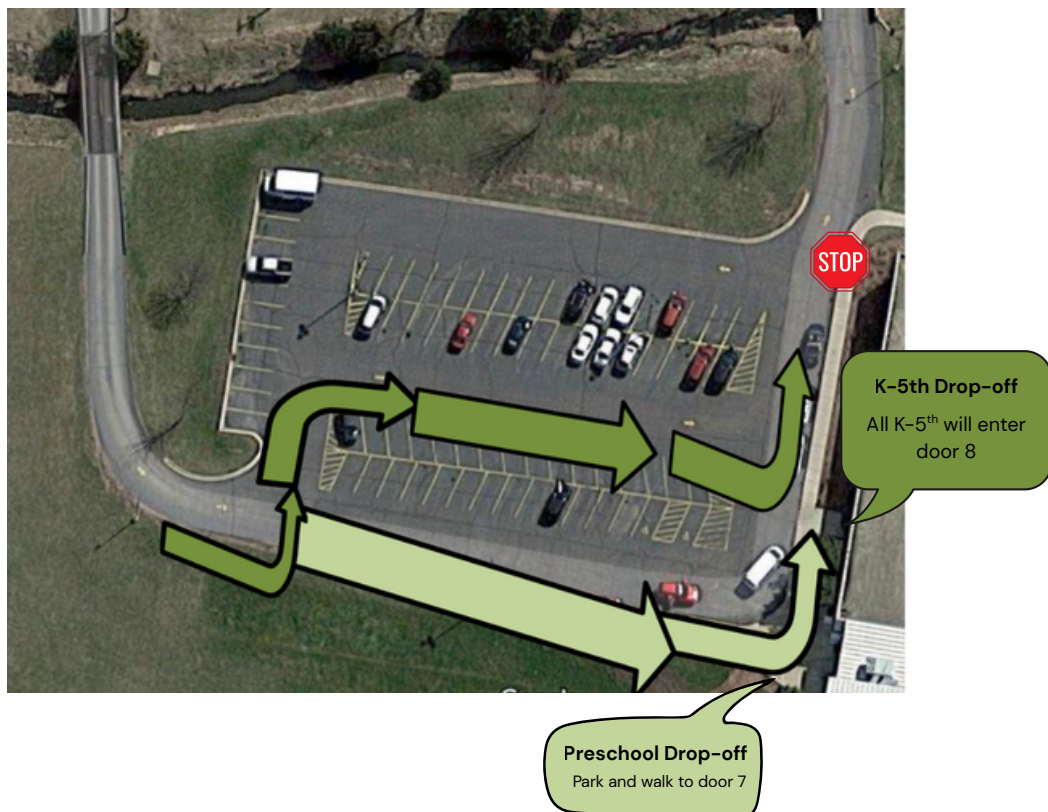


# ACS Sycamore 2026-2027

## Drop-off and Pick-up Procedures

### Drop-Off Procedures:

- **Before-care: 6:30–8:00 AM**
  - Drop-off students at door 7 (GYM ENTRANCE) for before school care. Before school care services are provided to families that need to drop their child(ren) off at school before the general drop-off time. There is a fee for before and after school extended care.
- **Preschool: 8:00–8:30 AM**
  - Pull to the curb or park in a spot by Door 7 (GYM ENTRANCE). You may walk your child to the door and drop them off with the teacher who will be waiting for them.
  - **At 8:30 AM door 7 will be secured with no buzz-in access.**
- **K–5th grade: 8:00–8:15 AM**
  - General drop-off time at door 8
  - Parents should drive up the middle lane of the parking lot.
  - A teacher/parent volunteer will direct the parent to pull along the curb in either red/orange/yellow lanes.
  - Please DO NOT drive around the car in front of you!
  - Students will exit the vehicle onto the sidewalk and will go to door 8 (awning entrance).
  - **At 8:15 AM, door 8 will be secured with no buzz-in access.**
  - Instruction begins at 8:20 AM. *After 8:15 AM, parents need to drop students off at door 1, the main entrance, AND sign their child in. Students will then receive a tardy pass from the office.*



## Pick-Up Procedures:

- REMAIN HANDS-FREE FROM YOUR CELL PHONE DURING PICK-UP TIME!
- PROCEED WITH CAUTION, ALWAYS WATCHING AND WAITING BEHIND THE VEHICLE IN FRONT OF YOU! PLEASE DRIVE SLOWLY!
- Preschool student release is 3:00–3:10 PM.
- K–5 student release begins at 3:15 PM. Parents can drive over the bridge at 3:10 PM.
- **If picking up students at multiple grade levels, default to the oldest student dismissal time.**
- Display school authorized pick-up placard (with student's last name and grade) on the passenger side of dashboard
- If you carpool or send FACTS approved adults to get your student(s), they will need a copy of your school-issued placard. You may duplicate as many copies as needed.
- A teacher will assign you a color when you pass by.
- Please pull to that color and await your child. Student(s) will be released from inside the building to come to their color assignment.
- Up to 6 vehicles will be loaded at a time (red/orange/yellow/green/blue/purple).
- Teachers will assist loading students into your vehicle. **Parents should not exit their vehicle.**
- Please do not pull around parked cars.
- As students are safely loaded, the next 6 vehicles will move into place for student pick-up.
- If you need to buckle your student into a car seat, please pull over the bridge to the gravel lot to do that.
- Please remember to pull-up all the way to the designated color. The front of your car stops at the cone you've been assigned for your child.
- Exit campus onto **North Cross Street**.



- Display authorized pick-up placard on the passenger side of front window.
- Proceed to assigned color along curb.
- Student(s) will be released from inside building to their designated color.
- Wait until all 6 cars are loaded before exiting. **Do not pass on the left.**