

Extended Day Drop Off and Pick Up Procedures

Morning Program

BCS offers morning Extended Day services from 7:00 a.m. to 7:40 a.m. in the Family Life Center (FLC)/ Cafeteria. For families participating in our breakfast program, breakfast is served between 7:00- 7:25 a.m. Extended Day begins regular operations on the first day of classes, September 9th.

Morning Drop Off Instructions:

Upon arrival, all parents should park in the designated morning Extended Day parking spots. This includes families that are simply dropping off who would not typically need to park or escort a student to the door. Your compliance is very much needed to help ensure our new student drop off and traffic flow protocols are not interrupted.

This is a change from past years where students could be dropped off from any designated campus drop off point and is applicable to morning program students in grades K4 -12th.

Lower Elementary Students (K4-2nd)

Students in lower elementary should be walked to the FLC/Cafeteria doors by a supervising adult or secondary student. Lower elementary parents will check their student(s) in at the FLC doors with an Extended Day staff member before departing for the day. We ask that you please maintain social distancing if there is another family checking in at the time of your arrival.

Though some of our lower elementary student are very much used to walking unescorted and entering the FLC on their own, they are not necessarily used to needing to maintain a safe social distance from friends and fellow students. Parents transitioning students into the direct supervision of BCS staff helps ensure we are able to keep our students as safe as possible. Parents will then return to their car and exit campus following the regular traffic pattern instructions.

Upper Elementary and Secondary

After parking, parents are asked to maintain a line of sight on students as they proceed to the FLC doors to ensure and, if necessary, remind students to maintain social distance. Upper elementary and secondary students will be checked in for the day by an Extended Day staff member at the doors to the FLC.

For the safety of our community, only BCS students, faculty and/or staff will be permitted to enter the FLC/cafeteria.

After School Pick Up

BCS provides after school services for families who are unable to pick up immediately following school dismissal. *For students not enrolled in the program, drop-in requests must be made in advance to ensure space is available.* Students in our after school programs are separated in to four groups-

1. Kindergarten 4 and Kindergarten 5
2. 1st & 2nd Grade
3. 3rd-5th Grade
4. Secondary Study Hall: 6th-12th

Please refer to the specific grade level instructions for the student(s) you will pick up. For some programs, the pick up location will vary based on the time of pick up.

Kindergarten 4 & 5 Students

- 2:30-3:00** Parents arriving to pick up students prior to 3 p.m. should follow standard school pick up procedures by proceeding to their assigned queue location and displaying the student placard. A BCS staff member will escort the student to your car.
- 3:00-6:00** After 3 p.m., please **proceed to the building A awning/ portico (rear of building A & adjacent to the lower elementary playground)**. Once parked, please display your student placard and [text 512/669-5817](tel:5126695817) providing the name(s) and grade level(s) of your student(s). Your student(s) will be escorted to your car by an Extended Day staff member.

1st and 2nd Grade Students

- 2:30-3:00** Parents arriving to pick up students prior to 3 p.m. should **follow standard school pick up procedures by proceeding to their assigned queue location and displaying the student placard.** A BCS staff member will escort the student to your car.
- 3:00-4:00** When picking up between 3 to 4 p.m., please **proceed to the building A portico (rear of building A & adjacent to the lower elementary playground)**. Once parked, please display your student placard and [text 512/669-5817](tel:5126695817) providing the name(s) and grade level(s) of your student(s). Your student(s) will be escorted to your car by an Extended Day staff member.
- 4:00-6:00** After 4 p.m., 1st and 2nd grade students will transition to the Extended Day classroom in building B. **Upon arriving on the BCS campus for pick up, please proceed to the circular drive at the rear of buildings B and C.** Once parked, please display your student placard and [text 512/669-5817](tel:5126695817) providing the name(s) and grade level(s) of your student(s). Your student(s) will be escorted to your car by an Extended Day staff member.

Texts should not be sent for pick up until the parent/designee has arrived and is parked on campus.

Upper Elementary

3:30-4:00 Parents arriving to pick up students prior to 4 p.m. should follow standard school pick up procedures by proceeding to the assigned queue and displaying the student placard. A BCS staff member will escort the student to your car.

4:00-6:00 After 4 p.m., please proceed to the circular drive at the rear of buildings B and C. Once parked, please display your student placard and [text 512/669-5817](tel:5126695817) providing the name(s) and grade level(s) of your student(s). Your student(s) will be escorted to your car by an Extended Day staff member.

Texts should not be sent for pick up until the parent/designee has arrived and is parked on campus.

Secondary Study Hall

3:40-4:00 Parents arriving to pick up students prior to 4 p.m. should follow standard school pick up procedures by proceeding to the assigned queue and displaying the student placard.

4:00-6:00 After 4 p.m., please proceed to the circular drive at the rear of buildings B and C. Once parked, please [text 512/669-5817](tel:5126695817) and provide the **name(s) and grade level(s)** of your students. Your student(s) will be notified of your arrival and directed to the circular drive for pick up.

Texts should not be sent for pick up until the parent/designee has arrived and is parked on campus.

For families with students in multiple programs, please plan to follow the pick up instructions for program area.

I look so very forward to seeing each one of your children as we start an exciting new school year! If I can be of any service to you, please do not hesitate to reach out to me at dbooker@brentwoodchristian.org.

Many Blessings,

De Shondra Booker

Extended Day Director
Brentwood Christian School