



**Drop-off Times:**

7:45 AM - 8:00 AM - K through Grade 8;  
Do Not Arrive Early

**Pick-up Times:**

2:30 PM - 3:15 PM - K through Grade 8;  
Do Not Arrive Early

Registered K-8 Carpools: 2:20 PM – 2:30 PM

The campus is locked down at 2:00 PM; no early dismissals after this time. No child(ren) will be allowed to walk or ride their bicycle home without a completed Walker / Biker Registration Form on file.

During pick-up and drop-off:

- 1) Enter the campus from the Western entrance and proceed around the access road and underneath the Franklin Academy arch to enter the queue lanes; do not enter the bus loop lane.
- 2) Do not park your vehicle and walk in; do not leave your vehicle idling or parked curbside; do not park offsite or in any "No Stopping" or "No Parking" Zones.
- 3) The dashboard placard (provided to you) with your child's name must be displayed on the passenger side dashboard the entire time your vehicle is on campus.
- 4) Do not use your cellphone while in the car lane; please look for and follow staff's direction at all times.
- 5) Upon reaching the pick-up / drop-off curb, pull all the way forward to allow additional vehicles to queue behind you; your child(ren) should be looking for you and follow you to your forward stopping point.
- 6) Once child(ren) is/are loaded, carefully pull into the by-pass lane to exit.

