



Drop off and Pick-up Procedures


Effective August 2018

These procedures were developed and implemented for the safety of our children, staff and all who use the parking lot during our arrival and dismissal times. Please make note of these procedures and inform anyone who is dropping off or picking up your child.


School Hours: 7:45 am - 2:45 pm
Childcare Hours: 6:30 am – 6:00 pm

School drop off time begins at 7:15 am
School pick up time begins at 2:45 pm

Kindergarten- 8th grade


To drop off and pick up your child please enter Trinity from Church Place Road. Keep a single file order as you follow the blue line to the South (Gym) door . Teachers will be waiting here to help guide your child. Please drive and park near the south basketball hoop to buckle your child. The line will then lead you to exit onto Granville Road.

Kindergarten – 8th grade


- If you are dropping your child off after **7:15 am** please drop them off at the South (Gym) doors. A school teacher will be there to ensure their safety into the school building. They will be supervised by a school teacher in the library until they are released to their classrooms.
- Students may not stand outside the building before **7:15 am** without parent supervision. If supervision is needed prior to **7:15 am**, please register your child with Trinity Early Childhood Center.
- Students arriving after **7:45 am** must use the Main entrance doors and  check in with the office.
- For their safety, children must be attended by an adult at all times in the parking lot.
- Children that are not picked up by **3:00 pm** will be sent to Trinity Early Childhood Center to be cared for. All applicable childcare rates and fees apply.

3K/4K and Childcare

AM 3K/4K 7:45 am Drop Off	Follow Red Arrow
AM 3K/4K 11:00 am Pick Up	Follow Red Arrow
PM 4K 11:45 am Drop Off	Follow Red Arrow
PM 4K 2:45 pm Pick UP	Follow Blue Arrow

To drop off and pick up your child please refer to the instructions above. Follow the red line to park your vehicle in the parking lot. After parking your car, please walk your child to/from the Main Entrance doors .

3K/4K

- The school doors for 3K/4K open at **7:30 am** when teacher supervision is available.
- Children in 3K/4K must be supervised by a parent/guardian from prior to **7:30 am**.
- Children in need of care prior to **7:30 am** will report to the Experimenter Room. All applicable childcare rates and fees apply.
- 4K 2:45pm pick up please enter Trinity from Church Place Road. Keep a single file order as you follow the blue line to the South (Gym) door . Teachers will be waiting here to help guide your child. Please drive and park near the south basketball hoop to buckle your child. The line will then lead you to exit onto Granville Road.



Granville Rd

N Granv

W Freistadt Rd

Trinity Lutheran
Grade School

Trinity Lutheran School

Church Place Rd

N Churc