

# Arrival and Departure Information

## Middlefield

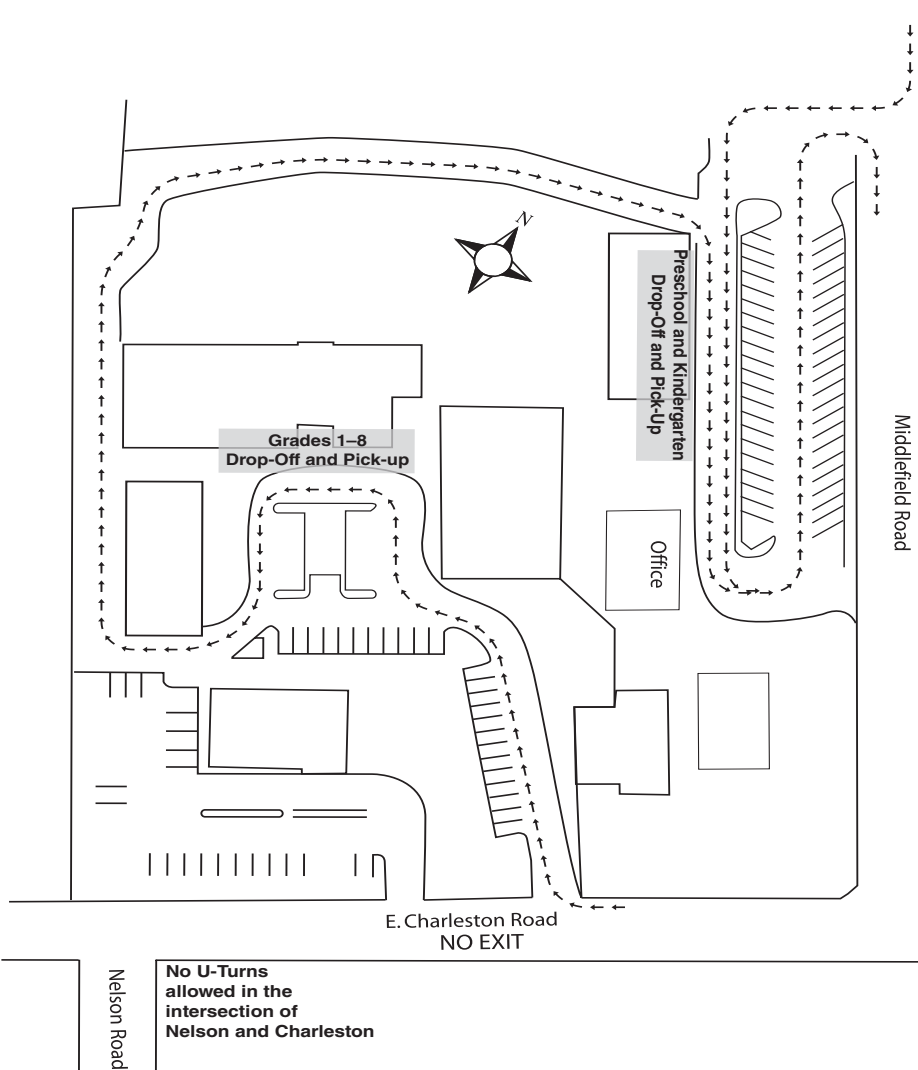
Due to Covid-19 restrictions, parents are not allowed to enter the campus to drop off or pick up children and must use the Drive-Through Arrival and Departure.

Please note your child's arrival and departure times on the adjacent chart so you can plan accordingly. If you have children in different arrival and departure times, arrive at the end of the earlier time to drop off and the beginning of the later time to pick up.

Please minimize the need to pick up your child outside of these times. If you are picking up outside your arrival or departure time, please notify the office by phone.

Drive-Through Arrival and Departure Times		
Program	Arrival	Departure
Grades 6–8	7:45–8:00	2:50–3:05
Grades 3–5	8:00–8:20	3:10–3:30
Kindergarten–Grade 2	8:20–8:40	3:30–3:50
Preschool	7:30–9:00	4:00–5:30
Extended Class	7:30	4:15–5:30

All students except those enrolled in all-day preschool and extended classtime **must** be dropped off and picked up utilizing the drive-through procedure. Any students, regardless of program, who arrive or depart during drive-through times must utilize the car line.



If you are arriving from 101/Oregon Expressway West: Turn left onto Middlefield Road. Once on Middlefield Road, turn right into the school parking lot.

If you are arriving from 101/San Antonio Road West: From San Antonio Road, turn right onto East Charleston Road. Proceed just past Middlefield Road to the campus driveway, and turn right into the campus. If you are arriving from East Charleston Road: Turn left at Alma (rather than driving all the way to Middlefield Road). Drive north on Alma until you reach Meadow. Turn right on Meadow and drive east until you reach Middlefield. Turn right, drive south on Middlefield, and make a right turn into our school driveway. There are no left turns into the driveway from E. Charleston.

If you are arriving between 9 a.m. and 2:30 p.m., please use the Middlefield driveway, and check in at the office.

Please arrive with the earliest member of your group and depart with the latest scheduled departure. If you have a preschool student and an elementary student, please follow the preschool arrival and departure procedures.

Our drive-through arrival and departure routines allow you to drop off and pick up your child without leaving your vehicle. It's safer and faster than parking and walking into the school. Parents are responsible for ensuring that all designated drivers follow these procedures.

Please watch for Challenger School employees wearing safety vests. They will guide you and assist your child to and from your vehicle. As a courtesy, we will assist in buckling or unbuckling young children who need assistance. However, Challenger employees are not experts in all safety restraint systems, so it is your responsibility to verify that all children are properly secured before exiting the loading area.

### **Preschool Sign-In/Sign-Out Stickers**

Because preschool children must be signed in and out, we provide stickers to speed up the process. These will be sent home periodically with students.

Parents who drop off or pick up preschool children during drive through times must use these stickers. Before arriving, fill out all the information except the time. When you arrive, fill in the time, and hand the sticker to the teacher who helps your child in or out of your vehicle.

### **Visor Cards**

Challenger provides and requires visor cards for parents/guardians to display when dropping off or picking up children during drive-through arrival and departure. Upon request, we will issue additional cards to responsible parties.



### **Drive-Through Arrival and Departure**

Please display the visor card prior to arriving at the place and time designated for drop off / pick up on your campus's Arrival and Departure information document. Pull up as far as possible, and put your car in park.

If dropping off, wait for a teacher to open the door on the passenger side of the vehicle before your child exits. If picking up, wait for a teacher to bring your child to your car. Do not get out of your car while in the drop-off/pick-up area. Please refrain from using your controls to close doors, hatches, and trunks. Our staff will close these items when it is safe to do so.

Remain in line until the car in front of you has pulled away; do not pull around it unless instructed to do so by a staff member.

If an authorized adult who is not on the pick-up list will be picking up your child, you must call the office beforehand to let us know. The person must then present a photo identification; a visor card is not an acceptable form of identification.

Challenger will only release students to a third-party provider with proper authorization.

Contact the office prior to afternoon departure times if you need to pick up an all-day preschool or Extended Classtime student using the departure routine.

### **Arrival or Departure Other Than Drive-Through Times**

Parents of students who arrive or depart outside of the drive-through times should pull into the arrival-departure loop and call the office for assistance. Elementary students enrolled in Extended Classtime and all-day preschool students may arrive as early as 7:30 a.m. and stay as late as 5:30 p.m.

Early departure from class is disruptive to all students in the class. If it is necessary, call the campus office.

Late fee rates apply when children are not picked up during regular departure time. (See Tuition and Fees.)

### **Additional Information**

Campuses may restrict walk-in access for a limited period of time each day to ensure the safety of students during drive-through arrival and departure times.

### **Parking**

Park only in the designated visitors' parking area when you come into the campus. Do not park in loading zones, driveways, or No Parking areas. Please use parking spaces reserved for the disabled only if you have a permit.

### **Car Pools**

Call the office to obtain lists of people who want to form car pools.

### **Courteous Driving**

The on-campus speed limit is 5 mph. Drive slowly and carefully for safety and to preserve our relationship with neighbors, the city, and the police department. For everyone's safety, the use of mobile electronic devices is not allowed during arrival and departure.

Review campus arrival and departure procedures, follow approved traffic patterns, and avoid making U-turns on public streets.

### **Child Supervision**

Please do not drop off your child to wait unattended. There is no before- or after-school playground supervision except for those enrolled in all-day preschool or Extended Classtime.