



## Scholar Arrival / Dismissal Routines

**Car Tags:** It is important to tape the car tag in the right hand corner of the front window. Each scholar/family has been assigned car tags. Please distribute to those who will be picking up, and advise them where to place the decal. If a new/additional decal is needed, please contact the front office. ID's can be checked at any time during dismissal.

**Scholar Placement:** For drop-offs and pick-ups make sure the student can enter and exit the vehicle on the right side. All scholars should exit with their backpack on. Please ensure that your scholar is wearing his/her seatbelt to and from school.

**Map:** A map is provided on the back of this sheet for your convenience.

**Drop-Off Route:** All scholars must be dropped off between 7:15am and 7:45am. Please pull all the way forward. Put your car in park, and wait for a staff member to open your car door. Do not let students cross the street or get out any other place than where directed. No one is monitoring the front yard before 7:15am, do not drop scholars in front of the school building prior to 7:15am.


### **Pick-Up Route:**

- Kindergarten through Fifth Grade Scholars dismiss at 3:45pm on Monday, Tuesday, Thursday, and Friday, and at 1:45pm on Wednesday.
- Scholars should be picked up between 3:45pm and 4:00pm and 1:45pm-2:00pm.
- Daycare busses should pull through the car line. There is not a separate pick-up area for daycares.

**Walkers:** Walkers will dismiss from the main door of the Dunn Avenue building. Walkers must be picked up by a parent/guardian, designated adult, or Veritas sibling.

**Please Note:** We strive for our dismissals to run 100% on time. In the first few weeks of school there may be a few delays as our students are learning their process. We appreciate your patience during this time.

Cincinnati Rd

  
memphis college prep  
• ELEMENTARY SCHOOL •  
1500 Dunn Avenue  
Memphis, TN 38106



EXIT this direction after  
pick-up and drop-off.

Dunn Avenue

 = Staff Members

## Reminders:

- Be patient while other cars move through the line.
- Place your car in park when you're picking up or dropping off your scholar.
- DO NOT get out of your car for any reason during pick-up and drop-off.