

Parent Drop Off/Pick Up Line Procedures

As the safety of our students will always be Sheffield Academy's number one priority, please pay close attention to our drop off and pick up procedures.

Our sports period will run until the very end of our day. As our sports programs utilize the back of our property you ask that you DO NOT show up prior to 3 pm to start the parent pick up line as to keep all of your children safe.

The traffic pattern has a visual reference on the back. This flow of traffic is for both pick up and drop off.

From the month of August until the end of September the dismissal times will work as following:

Grades K-2 will have a dismissal time beginning at 3:10 pm. Grades 3 and up will begin at 3:20 pm. Please note that if you have students in both dismissal times, please use the later time of 3:20 pm to pick up all of your students at once.

Drop off starts at 7:15 am. Students being dropped off between the times of 7:15 am and 7:45 am will use the same traffic flow (diagram) as the afternoon. After 7:45 am please park and use the front doors to check your student in.

Please be aware that arrival and dismissal is subject to change as we monitor the traffic flow patterns during the year.

To help ensure the safety of our students and maintain the flow of traffic for dismissal, please avoid picking up your students for EARLY dismissal after 3 pm. Parents/guardians that come to the school office after 3 pm will be redirected to the pick-up lane unless prior arrangements have been made.

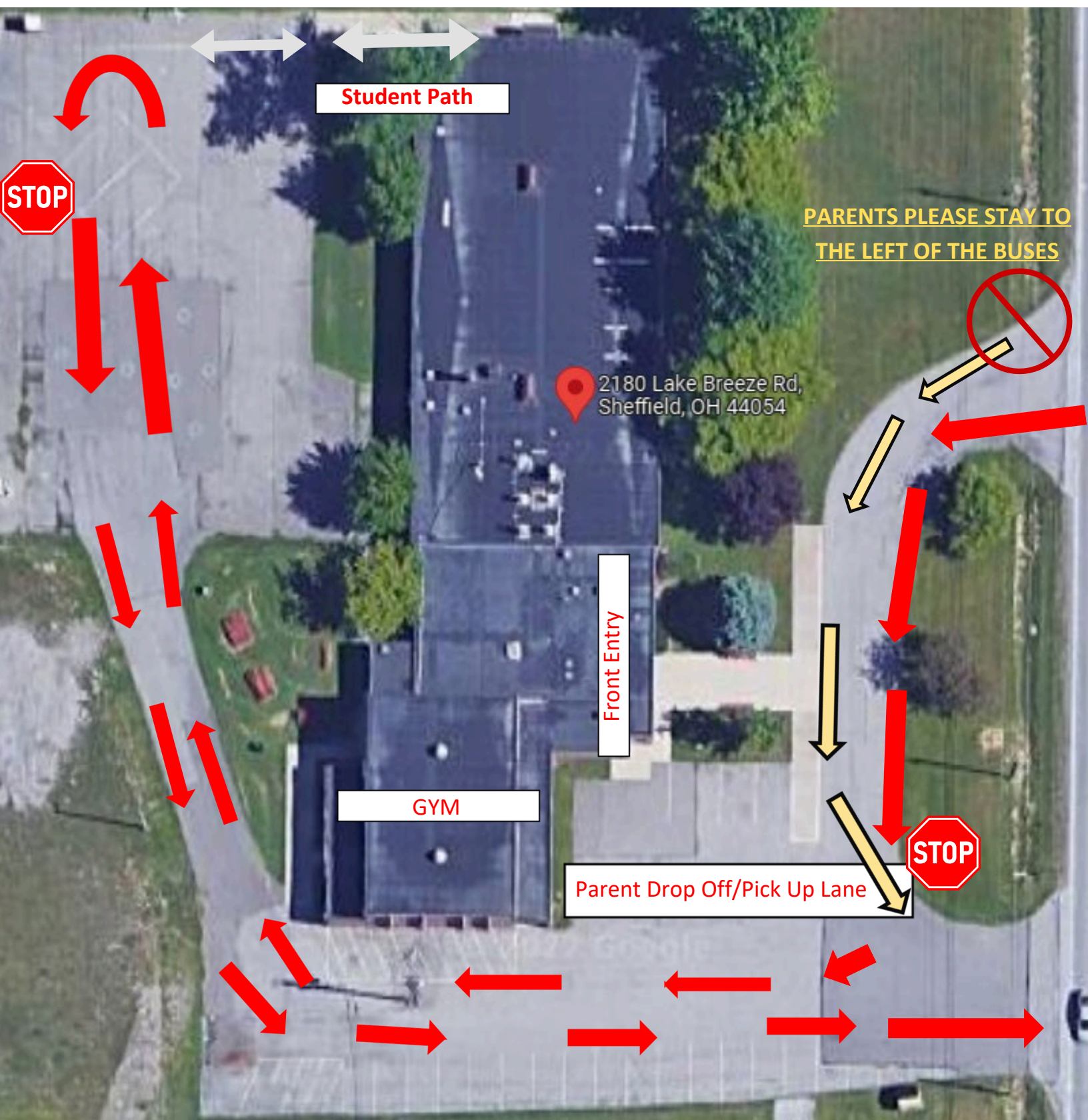
When pulling in and out of the drop off/pick up lane please make sure that we are not blocking in any buses.

Yellow Arrows - Bus

Red Arrows - Parent Pick up line

Grey Arrows - Student Path

Parent Drop Off/Pick Up Line Diagram



Please make sure there is enough room for our buses to pass when entering and a space for our buses to exit.