



Covenant Drop Off and Pick Up Procedures

- School hours are 7:45 – 3:00 (Lower School) and 7:45 – 3:15 (Upper School)
- Late arrival Tuesday has a 9:00 start for all students.
- Parents are required to stay in their vehicles during drop off and pick up.
- If you need to unload any items or walk your child in, please park in a spot so traffic can move.
- Friday – the whole school will dismiss directly after a schoolwide benediction (3 p.m.)

Morning Drop Off

Lower School Students

The primary drop off for students in the morning will be under the crimson awning on the east side of the building.

- 1) Go to the last entrance into the parking lot, which is just before Lisa Lane.
- 2) Turn left into the parking lot and follow the parking lot around to the crimson awning.
- 3) During drop off, do not to park in the drive through line as it causes congestion for others wanting a speedy drop off. We ask that parents remain in their car and drop students off at the awning.
- 4) Covenant staff will be there to welcome students and see them into the building.

Upper School Students (7th – 12th Grade)

- 1) As you approach the school on Hamblen Road, turn left at the second entrance into the parking lot on the Hamblen Road side of the building.
- 2) Parents must form a line running directly next to the building; leaving space for our student drivers to park and the school bus.
- 3) Parents must remain in their car in the drive through line and allow their student to exit.
- 4) Parents are asked not to park in the drive through line as it causes congestion for others wanting a speedy drop off.
- 5) Student can enter the school by going through the big black gates on the side of the building or they can walk around to the front of the building and enter at the crimson awning.

Afternoon Pick Up

Afternoon pick up requires that everyone know exactly where to go and what to do when you get there. A placard, provided initially by the school with your child's name on it, will need to be visible through your car window so that Covenant staff loading cars will readily recognize what student need to be brought to your car. The following procedures will help keep the car rider lines moving and your children safe. **NOTE:** Lower school students who have an upper school sibling will be held in the cafeteria and can be picked up at the Upper School dismissal time under the crimson awning.

Pre-K, Kinder and 1st Grade Under the Chapel Drive-Through on Bonnie Glen at 2:50 p.m.

- 1) Go to end of the parking lot on the east (crimson awning) side of the campus.
- 2) Turn left onto Lisa Lane and go just over one-tenth of a mile to Bonnie Glen and make a sharp left back toward Hamblen Road. In the semicircle driveway of the chapel building, form two lines: one under the covered drive and another to the right of the covered drive.
- 3) While waiting to turn into the semicircle driveway, form a line on the right-hand side of Bonnie Glen to allow for the free flow of traffic.

2nd through 6th Grade Under the Crimson Awning at 2:50 p.m.

- 1) Go to the last entrance into the parking lot, which is right before Lisa Lane. Turn left into the parking lot and follow the parking lot around to the crimson awning.
- 2) Stay in your car and pull up as cars in front of you pull away. Do not let large spaces form between you and the car ahead of you in line. Covenant staff will walk your child to your car.

7th through 12th Grade Under the Crimson Awning at 3:15 p.m.

- 1) Go to the last entrance into the parking lot, which is right before Lisa Lane. Turn left into the parking lot and follow the parking lot around to the crimson awning.
- 2) Stay in your car and pull up as cars in front of you pull away. Do not let large spaces form between you and the car ahead of you in line.

DETAILED DIAGRAM ON THE NEXT PAGE.

THE COVENANT PREPARATORY SCHOOL

DROP OFF/PICK UP TRAFFIC FLOW

