

# Eagleridge Enrichment Program

1313 W. Medina  
Mesa, AZ 85202  
480-472-3685



Director - Kathy Tolar  
Secretary - Inagean Anderson

## **Drop Off Procedures:**

### **Monday or Tues/Thurs Students:**

Students who arrive for 8:00 a.m. classes should be dropped off in the valet drive through, or at the north parking lot. Students are never allowed to walk in the parking lot unattended by an adult. Students should proceed to the A-playground or line up at the door to their classroom. Students may arrive no earlier than 7:45. Teachers will pick students up from the A-playground for first period classes. Students who arrive for second period classes should wait in a straight, quiet line outside of the door to their first class. Students should arrive no earlier than 5 minutes prior to this class. Kindergarten, first and second grade students may go directly to their classrooms upon arrival or, if time permits, play on the A-playground until the 9:00 bell.

### **Wednesday or Friday Students:**

Students should be dropped off in the valet drive through, or at the north parking lot. Students are never allowed to walk in the parking lot unattended by an adult. Students should proceed to the A-playground or line up at the door to their classrooms. On Wednesdays and Fridays, students should arrive no earlier than 8:15 a.m. for their 8:30 classes. Teachers will pick students up from the A-playground for first period classes.

## **Pick Up Procedures:**

### **Mondays, Wednesdays and Fridays:**

#### **3:30 dismissal**

Students who are leaving campus at 3:30 will line up on the A-playground at 3:25. Parents may pick up students from the A-playground at that time. Students who are not picked up from the A-playground will be walked to the valet drive through. Parents may drive through and pick up students in this area. **Parents should not park cars in the valet drive through area or leave running cars unattended.** Please do not park in the north parking lot and beckon children to walk across to your car. Students are not allowed in the parking lot unaccompanied by an adult. This is for the safety of your child.

#### **4:30 Monday Dismissal**

Parents may follow the map on the reverse of this page, and drive through the valet drop off to pick up students. **Parents should not park cars in this location or leave running cars unattended.** Parents may prefer to park in the north lot and walk to the classroom to pick up children. Please be at the classroom by 4:25 to pick up children, as the class will begin to walk at to the valet drop off area at this time. Please do not park in the lot and beckon children to walk across to your car. Students are not allowed in the parking lot unaccompanied by an adult. This is for the safety of your child.

Children who are not picked up within 15 minutes of the last class will be brought to the office, where the parent will be called. If all staff is leaving and no parent has arrived to pick up a child, the police or campus security will be called.

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## **Tuesday/Thursday:**

### **2:30 dismissal**

Parents may follow the map on the reverse of this page, and drive to the curb along Medina, facing east, and wait in their cars for students to be dismissed. **Parents should not park cars in these locations or get out of the car and leave car running and unattended.** Parents may prefer to park in the north lot and walk to the classroom to pick up his/her child. Please be at the classroom by 2:25 to pick up children, as the class will begin to walk to the Medina pick-up area at this time. Please do not park in the lot and beckon children to walk across to your car. Students are not allowed in the parking lot unaccompanied by an adult. This is for the safety of your child.

### **3:30 and 4:30 dismissal**

Parents may follow the map on the reverse of this page, and drive through the valet drop off to pick up students. **Parents should not park cars in this location or leave running cars unattended.** Parents may prefer to park in the north lot and walk to the classroom to pick up children. Please be at the classroom by 3:25 or 4:25 to pick up children, as the class will begin to walk at to the valet drop off area at this time. Please do not park in the lot and beckon children to walk across to your car. Students are not allowed in the parking lot unaccompanied by an adult. This is for the safety of your child.

Children who are not picked up within 15 minutes of the last class will be brought to the office, where the parent will be called. If all staff is leaving and no parent has arrived to pick up a child, the police or campus security will be called.

## **Parking Lot Procedures**

Please enter the north parking lot through the center "Patterson" driveway and exit through the "Medina" driveway. Park only in parking places. Do not drive through and drop off in this parking lot. Do not park on the east side and allow students to cross the lot unattended.