

# SBS Student Drop-off & Pick Up Procedures

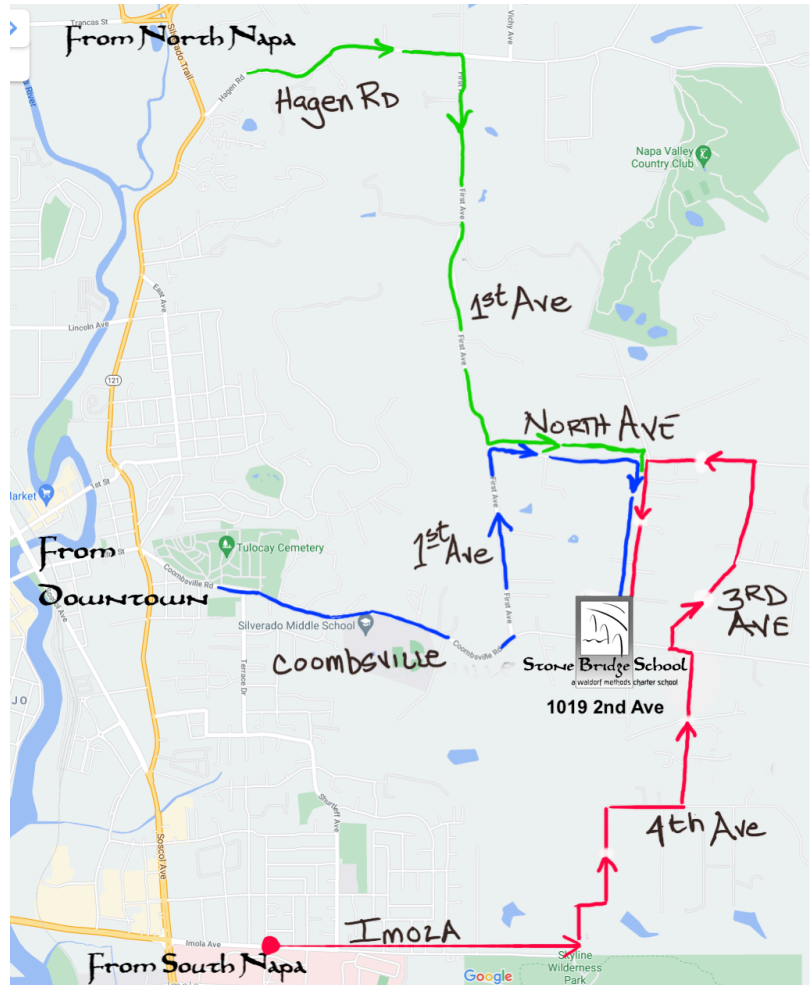
Effective Friday, August 1, 2025

Please read these directions very carefully as they will help us all stay safe and keep traffic moving for drop off and pick up. Staff will be on hand the first few weeks of school to direct traffic and facilitate any confusion. Please follow their instructions, they are there to help.

## Routes to School

To prevent any traffic back-up onto Coombsville Rd, Only approach the school from the North and from North Ave during busy drop-off and pick up times. Please use these preferred routes:

- From Coombsville Rd, turn left onto 1st Ave, right onto North Ave, then right onto 2nd Ave.
- From South Napa, take Imola Ave to 4th Ave to 3rd Ave to North Ave to 2nd Ave.
- From North Napa, take Hagen Rd to 1st Ave to North Ave to 2nd Ave.
- Leave the campus by turning ONLY right onto 2nd Ave and right onto Coombsville Rd.



## Drop-Off and Pick Up Areas - see below map

### Front Loop

Grades 5-8 Drop-Off & Pick-up (5 days a week)

Grades K-1 Pick-up (except Thursdays)

- Enter the Front Loop **only** in the right lane, and pull forward as far as possible.
- Load and unload **only** from the right lane. Do not block the yellow striped walkway on the right.
- Once a vehicle has stopped in the Loading Zone, students shall enter/exit from *the right side*.
- When ready, vehicles shall pull into the left lane and exit immediately.
- **IMPORTANT:** the left lane is a pass through and exit lane. This lane should never be blocked for any reason to allow for campus exiting.
- Only turn right when exiting onto Second Ave.
- **Note:** 1st grade students will join the other lower elementary students for pick-up when they begin a full-day schedule, October 27, 2025.

### Back Loop

Grades K-1 Drop-Off (and Thursday Pick-up)

Grades 2-4 Drop-Off & Pick-up (5 days a week)

- Enter the Back Loop area through the gates and proceed counter-clockwise around the outside of the asphalt toward the appropriate Loading Zone.
- If you need more time, park tandem in the center of the lot where designated, and do not block the drop-off loop that surrounds the parking area.
- To exit, continue counter-clockwise around the outside of the asphalt, through the same gates.
- Carefully turn right into the left lane of the front loop and exit immediately.
- Only turn right when exiting onto Second Ave. **DO NOT EXIT OUT THE ENTRANCE DRIVEWAY.**

### Drop-off and Pick Up Details

Kindergarten & 1st Grade (Drop-off: 8:00-8:15, Pick-up: 12:30):

- Use the back loop. You may park tandem only where marked and do not block the drop-off loop that surrounds the parking area.
- You may walk your child to the play area or outside ramp to meet their teacher.
- Pick-up location will vary as follows:
  - All school early release days: Kinder & 1st students will be picked-up in the back loop. (every Thursday, and other designated half days)

- Full days: Kinder & 1st students shall be picked-up in the front loop. They will wait with their teachers in the grassy student waiting area, in front of the office.
- Note: 1st grade students will join the other lower elementary students for pick-up when they begin a full-day schedule, October 27, 2025. An easy way to remember is that if the backlot is open, go there. Otherwise use the front.

Grades 2-4 (Drop-off: 8:00-8:15, Pick-up: 3:05):

- Use the back loop. Choose either the drive-through loading zone or the central parking area.
- Upon drop-off, students shall proceed to the outside play area designated by their teacher, until the start of class.
- At pick up, students shall be dismissed from the shaded picnic tables by their teachers, through the loading zone. Older students shall wait with the **youngest** student in their vehicle.

Grades 5-8 (Drop-off: 8:00-8:15, Pick-up: 3:05):

- Use the front loop. Only use the back loop if more time is needed.
- Upon drop-off, students shall proceed down the yellow striped path toward the front gates. They shall wait in the courtyard in front of their classroom until the start of class.
- At pick up, students shall be dismissed by staff from the grassy student waiting area in front of the office, through the Loading Zone, into vehicles in the *right lane only*.
- Older students shall wait with the **youngest** student in their vehicle.

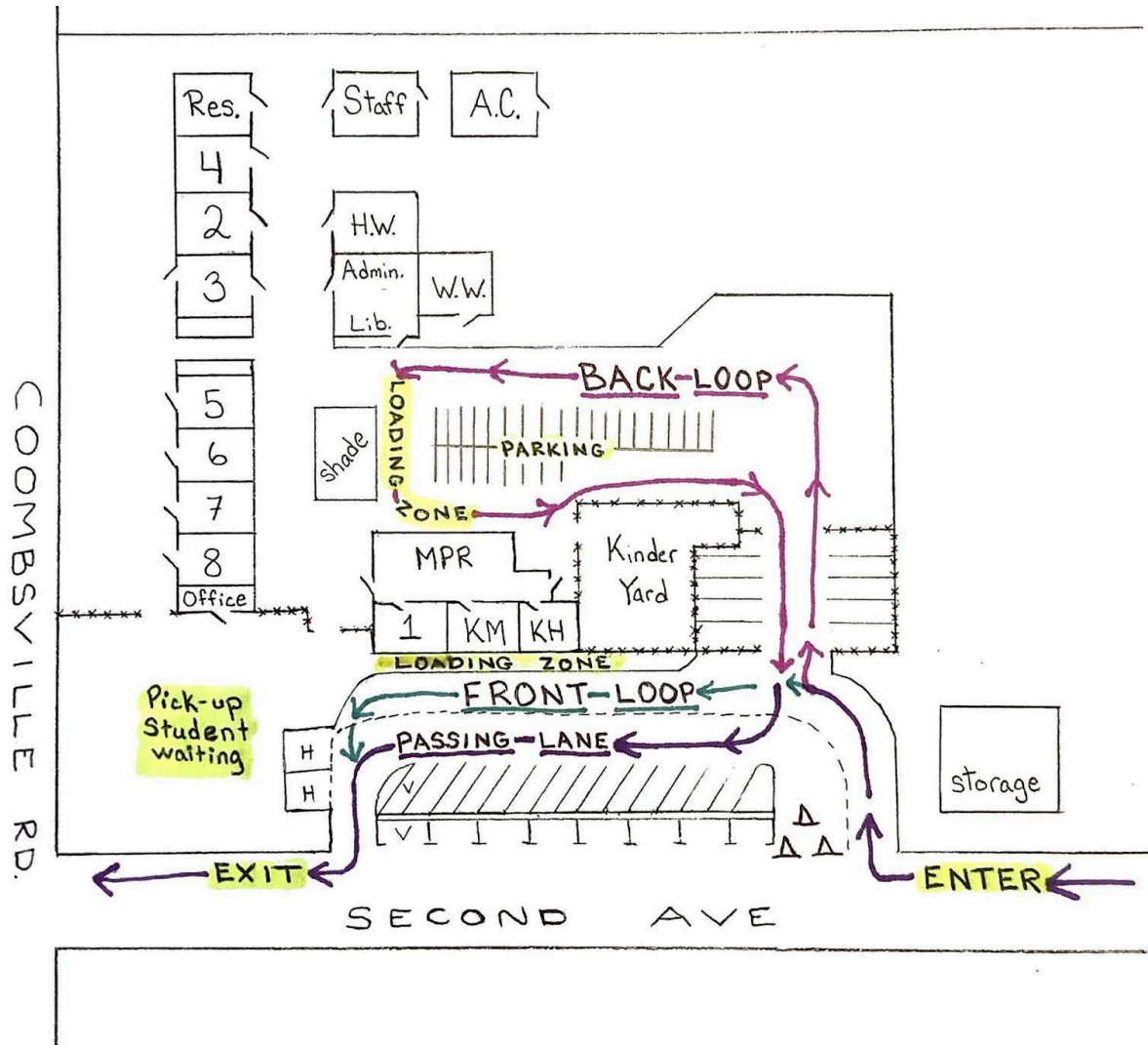
### General Guidelines

- **IMPORTANT: Do NOT make left turns to enter or exit the campus.** This is against the traffic flow and creates a hazardous situation.
- Late arriving children (after 8:15) must go to the front office for a tardy slip before going to class.
- Parents, Volunteers, and guests please do not enter any buildings without first checking into the front office.
- Drop-off and pick up only in designated outside areas.
- Follow drop-off & pick-up procedures for the **youngest** student in your car including carpools.
- Respect our neighbors, the posted speed limits, and the No Parking signs. There is no parking on the street next to the school along Coombsville Rd. Do not block driveways.
- The two solid yellow parking spaces in the front lot are designated visitor parking spaces. *ALL other spaces are reserved for staff. Handicap parking spots are only for those with handicap placards.*
- **Do not start queueing for pick-up before pick-up begins (12:30 or 3:05PM).** Please time your arrival at the campus between 3:05 and 3:20. Do not approach the campus until after 3:00. If you arrive before pick-up time and there is no space to pull completely

off the road (while also not blocking a driveway), please continue around the block and find somewhere off the road to wait until pick-up time. Remember, if you are the first person in line blocking the road before pick-up time, you put those parents behind you in a difficult situation as they cannot legally pass you.

- If you need to get out of the vehicle for any reason (to talk with a teacher, to help your child load, etc.), please park in the middle of the back lot if at all possible to keep the line moving as quickly as possible.
- Please calmly do your best to legally follow all traffic commands. We will have someone directing traffic in front, at least until we get a handle on these new rules.
- If you have business on campus, please schedule it other than at drop-off and pick-up times whenever possible.
- Cars should never be left unattended other than in a designated parking spot.
- Drive Slowly! Be aware of your surroundings when having students enter and exit your car, or when entering or pulling away from the drop-off area.
- If you are picking up from Aftercare at 3:05, please park in the center of the back blacktop area and walk to the Aftercare building to sign out your students. If picking up after 3:30pm park in the front lot and walk to the Aftercare building to sign out students.
- PLEASE DO NOT LEAVE CHILDREN IN YOUR CAR UNSUPERVISED.

**Courtesy is the name of the game!**



Purple Route: All Cars

Green Route:

5th-8th Grades every day for Drop-off/Pick-up

K-1st Grade use for Pick-up on regular days

Pink Route:

K-1st Grade use every day for Drop-off, pick-up on every minimum school days (i.e. Thurs., and other min. days)

2nd-4th Grade use every day for drop-off/pickup