



San Antonio Academy 2022-23 Carpool Procedures

(updates as of 8/18/2022)

SAA's drop-off and pick-up procedures are as follows (see map on last page):

MORNING DROP-OFF

- **5th - 8th Grade Drop-Off** (Gym/Ellison Hall Drop-Off) will take place from 7:30-8:00 AM by entering through the front gate at the corner of McCullough and French Place and dropping off behind the building closest to the outdoor basketball court. Students may not exit their cars prior to reaching this location. Follow the carpool line through the parking lot and exit to the right onto French Place.

Drop-off for geometry class will be at this location from 6:30-6:55 AM, Monday-Thursday.

Please be aware that the Gym/Ellison Hall entry gate will be locked at 8:15 AM. *See late arrival instructions in the bullet below.*

- **Pre-K – 4th Grade Drop-Off** (Pavilion Drop-Off): Takes place from 7:25-8:00 AM at the Pavilion, where a Safety Escort member will walk our Primary School boys to Ellison Hall. Please be aware that the gate to the Pavilion will be locked at 8:15 AM. *See late arrival instructions in the bullet below.*
- **Families with boys in multiple grade-level programs** (Pre-K – 4th and Elementary/Middle School) must use the Pavilion Drop-Off.
- **For late arrivals after 8:15 AM**, you will need to notify the [Main Office](#) to coordinate your visit so our security guards are aware of your arrival. Enter campus via the Pavilion gate, park in one of the designated spots, and check in at the new security office in Stribling House.

Please walk up the front stairs and one of our security personnel will check you in using our Raptor System for screening visitors.

- **Visiting Campus:**

- If wishing to attend Chapel (beginning Aug. 29, 2022), please park in the Ellison Hall/Gym parking lot and walk your son to the entrance of Ellison Hall. Please do not drop off your son in the Ellison or Gym lots, as he will have to cross the lot in the midst of vehicular traffic.
- Starting Monday, August 29, families are invited to attend lunch with their Academy boy. The Ellison Hall/Gym gate will open 10 minutes before each lunch period and will close 5 minutes after the lunch period begins. Park, enter the Moody Refectory, and sign in on the lunch attendance sheet.
- If arriving to campus after 8:15 AM for meetings, notify the Main Office to coordinate your visit so our guards are aware of your arrival. If you are coming to campus to meet with an individual, that person of contact will need to meet you as you arrive. Enter via the Pavilion gate, park in one of the designated spots, and enter the security office in Stribling House where you will be required to check in using our Raptor System for screening visitors.

DROPPING OFF ITEMS FOR STUDENTS

Water bottles, Chromebooks, homework, sports gear, gym bags, etc. dropped off for students must be taken by the parent to the Main Office. There is no longer an outdoor drop-off area for items. Notify the Main Office that you will be dropping an item off for your student and hand the item to the security officer stationed at the gate.

PICKING UP STUDENTS DURING THE SCHOOL DAY

- **For all grade levels:** notify the Main Office that you will be picking your student up early. Enter through the Pavilion gate, park, and walk up to the security office at Stribling House. Follow the same procedure when dropping him off at school after the appointment.

AFTERNOON PICK-UP

- **Primary School (Pre-K - 2nd Grades):** Students are picked up at the Pavilion beginning at 2:55 PM. If your son's pick-up plans change, please email his teacher. If you have last-minute changes for pick-up, please call the Main Office before 2:00 PM so that your son's teacher can be notified before dismissal time. Any student not picked up by 3:10 PM will be checked into After-School Care, and at 3:15 PM, his account will be charged at the daily rate if he is not on one of the annual plans.
- **Elementary & Middle School (3rd - 8th Grades):** Elementary and Middle School students may be picked up from the Pavilion drive from 3:30 - 4:00 PM. [Middle School athletics players](#) may be picked up from the Ellison Hall/Gym lot until the gate closes at 5:00 PM. After 5:00 PM, the Pavilion gate will once again become the only entry point to campus.

GATE HOURS

Gates will be open during the hours below. Outside of these timeframes, the gate will be closed and a security guard stationed at the entrance will assist you.

PAVILION GATE:

- Morning Drop-Off: 7:25-8:15 AM
- Afternoon/After-School Care/WELL Pick-Up: 2:50-5:00 PM

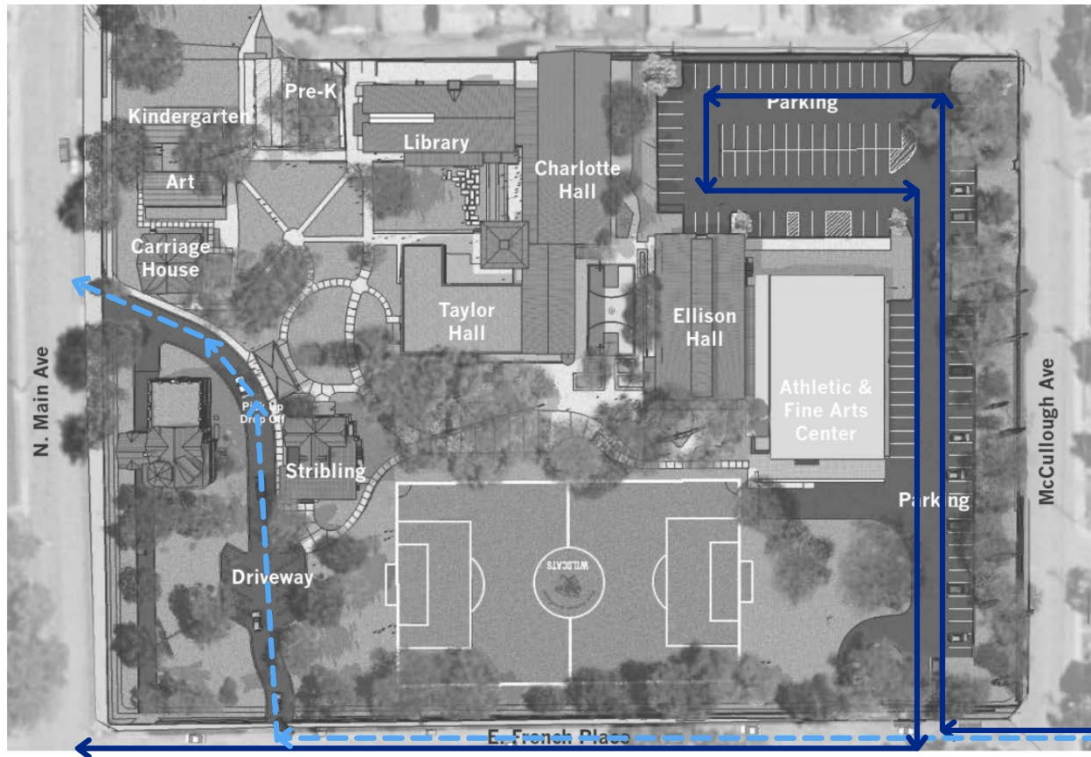
ELLISON HALL/GYM GATE:

- Geometry Drop-Off: 6:30-6:55 AM
- Morning Drop-Off: 7:30-8:15 AM
- **1st Lunch: 11:41-11:56 AM** (*10 minutes prior and 5 minutes after 1st lunch begins*)
- **2nd Lunch: 12:29-12:44 PM** (*10 minutes prior and 5 minutes after 2nd lunch begins*)
- Middle School Athletics Pick-Up: 4:15-5:00 PM

PLEASE DO NOT USE CELL PHONES WHILE YOU ARE DRIVING ON CAMPUS.



San Antonio Academy Drop-Off/ Pick-Up Map



Key

- **Ellison Hall/Gym Entrance:**
Grades 5-8 Drop-Off / Middle School Athletics Pick-Up
- **Pavilion Entrance:**
Grades Pre-K-4 Drop-Off / Afternoon Pick-Up

Revised 8/16/22

Note: The Pavilion gate will be the only point of entry to campus after 8:15 AM until "Big Boy Carpool" begins at 3:30 PM. After 5 PM, the Pavilion gate will once again become the only entry point to campus.

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