

Dear Parent,

I hope you are having fun with your family during this holiday seasons. We do have some reminders and update on drop off/pick up procedure for second semester.

Starting Wednesday, January 4, 2017, no students will be accepted to the building from the main entrance door. All students will use the cafeteria door on north side of the building to get in the building. If you come to school after first bell rings, students must use main entrance to get late pass.

We have a new door access system which will be kept locked all time and you will need front office to unlock it for you after you get visitor badge.

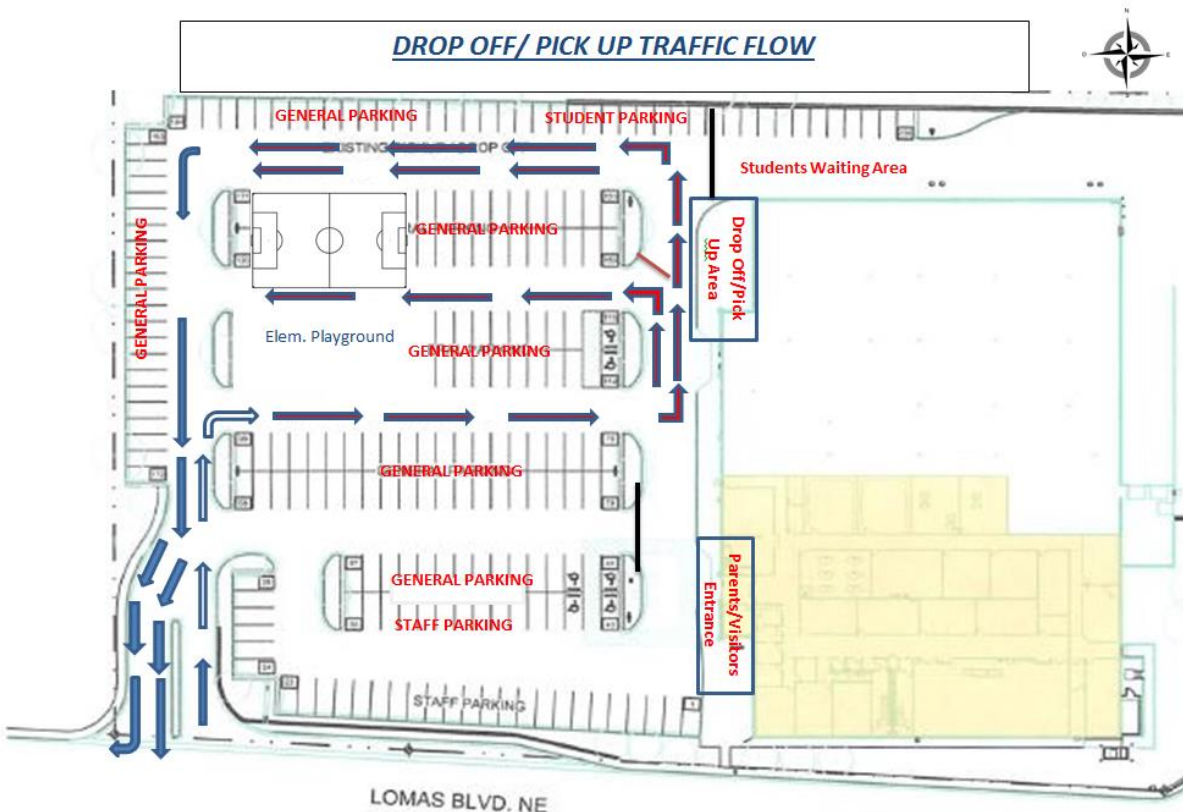
- **Parents and visitors will use the main entrance door to get in the building. Elementary parents may continue to walk children to the class. If parents are going to come into the building, they need to park in a legal parking space and check in at the front office. Cars parked illegally are subject to ticket or towing.**

Drop Off Procedure

- **All transportation to Albuquerque School of Excellence is by individual car, walking, riding a bike or daycare buses.**
- **Speed limit in the Albuquerque School of Excellence Parking Lot is 5 mph.**
- **NO drop-off at the fire lane.**
- **Please do not talk on your cell phone while in the drop off lines. It endangers the staff and students.**
- **Please follow the traffic flow chart to park or drop off your kids. Please do NOT cut into the drop off or pick up line.**
- **Albuquerque School of Excellence drop-off begins at 7:25 A.M. Children will not be accepted in building before this time. There is no supervision for children before 7:25 A.M.**
- **If your child is in grade 1-6 and not participating in Before Care Program, please do not drop them off before 8:15 am.**
- **Students will be dropped off at the NORTH side of the parking lot and will be kept on the side of the NORTH area. (See Traffic Flow Chart)**
- **All students will use the cafeteria door on the north side of the building to enter the building.**
- **Parents and visitors will use the main entrance door to get in the building.**
- **Elementary parents may continue to walk children to the class. If parents are going to come into the building, they need to park in a legal parking space and check in at the front office. Cars parked illegally are subject to ticket or towing.**

Pick Up Procedure

- Dismissal begins 2:45 for grade 7-12 and 2:52pm for grade 1-6. (Elementary students are dismissed 5 minutes later than middle high).
- Students enrolled in After School Care program will be dropped off the elementary cafeteria right after bell rings.
- All students will be dismissed through north cafeteria door where they enter the building in the morning.
- Grades 1-5 will stay in designated pick-up area (See Traffic Flow Chart)
- Grades 6-12 will stay in waiting area on north side of the building.(See Traffic Flow Chart)
- Students who walk home will take the side walk and leave the campus from the south exit door by Lomas.
- Please do not talk on your cell phone while in the pick-up lines. It endangers the staff and students.
- Students will be supervised until 3:10 pm in the pick-up area.
- Students who are not picked up by 3:10 will be escorted to the school.
- If they are not picked up by 3:30 pm, school will charge \$5 late fee for every 15 minutes.



*Please do not drop off your kids curb side on Lomas Blvd. School does not take any responsibility if something happens to your child when you drop them off curb side.
Please help us to provide safer environment for our kids.*