

Bradford Christian Academy

Drop-off/Pick-up Procedures

Lower School Procedures

To ease traffic congestion at drop-off (beginning at 7:40 am) and pick-up (2:45 pm) times, please observe the following procedures. We appreciate your efforts to make drop-off/pick-up time safe and orderly for our students and for the children living in the surrounding neighborhood.

1. Middle and elementary students must be dropped off during drop-off period. Parents drive into the half circle in front of the building, pulling all the way forward, and remain in cars. The drop-off period for middle school students begins at 7:40. Students must be in homeroom by 7:55. The drop-off period for elementary students begins at 7:40. Students must be in their classrooms by 8:00.
2. During dismissal students will remain in the building and are released to parents as parent vehicles pull into the U-shaped driveway in front of the school. Parents are issued a number that should be visible in the front window of your car.
3. All student drop-offs/pick-ups must take place by entering the half-circle in front of the school. To eliminate students crossing the street, drop-off/pick-up on Oxford Avenue opposite the school is prohibited.
4. Please be mindful of the public school bus stop on the corner and adhere to the bus safety signals.
5. U turns are **not** allowed on Oxford Avenue and **please do not use neighbor's driveways to turn around**.
6. Vehicles leaving BCA's half-circle driveway must turn right if there is a back-up of cars attempting to enter the U.
7. Please observe the posted 20 mile per hour school zone in front of BCA. Please watch your speed as fines for speeding in a school zone are very high.
8. Please don't use drop-off/pick-up time to talk with school personnel. School officials are engaged in assisting students to enter or exit the building in a safe, timely way. Parents are welcome to call the school or email the school during business hours to conduct business or to set up an appointment.
9. Please don't block the parking lot entrance. We must keep it free for two-way traffic at all times.

Thank you for following these policies to keep our students safe and to keep dismissal orderly.

Please note: During winter months students will have alternate pick-up locations on Physical Education days either at Cedardale or the First Church of Christ at 2:45 p.m. Parents will be notified in October of the changes that occur for winter PE. Pick up takes place at BCA on all other days.

High School Procedures

Please enter the Northpoint Bible College campus via South Main Street on the Kingsbury Ave. side of the campus. Then proceed around the horseshoe drive in a counterclockwise pattern until you reach the front of the Classroom Building (Hasseltine Hall). There will be a teacher greeting students at the second side door. Once your student has left the car, continue back to South Main Street using the exit closest to South Park Street. You will have a right turn only option onto South Main Street. Any parents wishing to park should park in the large parking lot off South Park Street.

Students driving to school will need to purchase a parking permit for \$35 from the high school Main Office. This may be purchased on the first day of school. Students will need to have \$35 in cash or a check payable to Bradford Christian Academy and their vehicle registration information in order to receive a permit.