

ISLAMIC FOUNDATION SCHOOL

**DROP OFF
& PICK UP
PROCEDURES**



SCHOOL MAP

ISLAMIC
FOUNDATION
MASJID

ELEMENTARY
CAFETERIA

DOOR
5

ELEMENTARY
GYM

DOOR
6

MAIN
OFFICE

DOOR
10

HIGHRIDGE RD



SOUTH SIDE
PARKING



EAST SIDE
PARKING

DROP OFF



7:35 AM - 8:00 AM

ELEMENTARY

Door #6

Door 6 is located on the east side of the school next to the green canopy (elementary gym)

MIDDLE & HIGH SCHOOL

Door #6 or Door #10

Door 10 is the main entrance of the school parallel to Highridge Rd. (main office)



AFTER 8:00 AM

All doors are locked. Drop off at door 10.

PICK UP

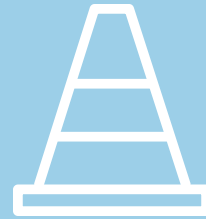
ELEMENTARY SCHOOL



3:30 PM - 3:45 PM



SAFETY FIRST



We take the safety of our students very seriously! Here are our improved methods:

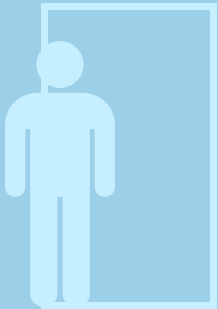
- Indoor dismissal only
- Preschool - 3rd grade pick up from classrooms
- 4th - 5th grades pick up from elementary gym
- Parents/designated guardian (car pool, family member) must park and enter the building to pick up their child with dismissal card
- Afterschool activities: parent/guardian must check in at the main office

PICK UP

ELEMENTARY SCHOOL



PARK: EAST/ELEMENTARY SIDE PARKING



**ENTER: PRESCHOOL - 3RD GRADE DOOR 5
(ELEMENTARY CAFETERIA)**

4TH - 5TH GRADE DOOR 6 (ELEMENTARY GYM)



DISMISSAL CARDS

- Students will not be released without a card
- Forgot the card? Go to the main office (door 10)
- Dismissal cards will be distributed on the first day of school to the oldest elementary student
- Each family will receive 4 wallet-size dismissal cards, replacements are \$5 each at the main office
- Parents/guardian must present dismissal cards of each child in their carpool

PICK UP

MIDDLE AND HIGH SCHOOL

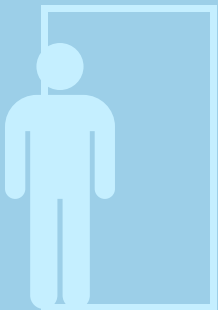


3:30 PM - 3:45 PM

**UPON DISMISSAL, MIDDLE/HIGH SCHOOL STUDENTS
MAY PROCEED TO THEIR CARS ON THEIR OWN**



**PARK: MIDDLE SCHOOL EAST/ELEMENTARY SIDE PARKING
HIGH SCHOOL SOUTH/HIGHRIDGE RD SIDE PARKING**



**ENTER: MIDDLE SCHOOL DOOR 5 (ELEMENTARY
CAFETERIA), HIGH SCHOOL DOOR 10 (MAIN OFFICE)**

STUDENTS MUST CLEAR THE PREMISES. IFS IS NOT RESPONSIBLE FOR THE STUDENTS AFTER 3:50 PM

AFTER SCHOOL CARE



3:45 PM - 6:00 PM

**IFS IS NOT RESPONSIBLE FOR ELEMENTARY OR
MIDDLE SCHOOL STUDENTS AFTER 6:00 PM**



**AFTER 3:45 PM, ALL ELEMENTARY/MIDDLE SCHOOL
STUDENTS WILL BE ESCORTED TO ROOM 124 FOR AFTER
SCHOOL CARE**



**PARENTS WILL AUTOMATICALLY BE CHARGED \$7.00 PER
HOUR/PER CHILD VIA FACTS STARTING AT 4:00 P.M.**