



# ARCHWAY CLASSICAL ACADEMY | SCOTTSDALE

## A Great Hearts Academy

16648 N. 94th St. | Scottsdale, AZ 85260 | Office: (480) 776-0413 | Fax: (480) 889-7014 | [www.archwayscottsdale.org](http://www.archwayscottsdale.org)

Dear 3<sup>rd</sup>-5<sup>th</sup> Grade Families,

In an effort to lessen the drop-off and pick-up wait times at Archway Scottsdale, both Archway Scottsdale and Scottsdale Prep are inviting our **shared** families who have only 3<sup>rd</sup>-5<sup>th</sup> grade Archway students to drop-off and pick-up at Scottsdale Prep. We are hopeful that you will take advantage of this opportunity.

This option is for students whose parents feel they are ready for the responsibility that walking to and from ACS entails. For the safety of the students, there are rules that must be followed on the permission slip attached. If you would like for your 3<sup>rd</sup>-5<sup>th</sup> grade student to participate, we would ask that you complete this permission form to acknowledge that you will utilize this option, and that you have read the included information and communicated it to your student. We appreciate your help in ensuring the safety and security of 3<sup>rd</sup>-5<sup>th</sup> grade students on their path to and from the Scottsdale Prep campus each day.

Please be sure to email the completed form to Mindy Wie at [mwie@archwayscottsdale.org](mailto:mwie@archwayscottsdale.org). Should you have any questions regarding the procedure, please contact our Assistant Headmaster Mrs. Gonzalez at [egonzalez@archwayscottsdale.org](mailto:egonzalez@archwayscottsdale.org).

Best Regards,

Dr. Anthony Sciubba  
ACS Headmaster

# 3<sup>rd</sup>-5<sup>th</sup> GRADE DROP-OFF/PICK-UP PERMISSION FORM

Please review the below procedures carefully and communicate with your children.



## DROP-OFF PROCEDURE

- 3<sup>rd</sup>-5<sup>th</sup> Grade siblings who attend Archway Scottsdale may be dropped off at Scottsdale Prep each morning beginning as early as 7:40am.
- An older sibling must accompany the 3<sup>rd</sup>-5<sup>th</sup> Grade student to the SPA crosswalk. Once there, the ACS student will cross with the school crossing guard on the path that leads to ACS. ACS students should follow the path to the ACS crosswalk where a crossing guard will assist them in crossing to the school entrance.

## PICK-UP PROCEDURE

- 3<sup>rd</sup>-5<sup>th</sup> Grade siblings who attend Archway Scottsdale are dismissed from ACS at 3:15pm on full days, 2:15pm on early release days, and 12:15pm on half days. **3<sup>rd</sup>-5<sup>th</sup> Grade siblings may be picked up at SPA beginning at 3:20pm on shared ACS/SPA shared full days, 2:20pm on shared early release days, and 12:30pm on shared half days.** Earlier arrivals for pick-up will be asked to circle back around until the 3<sup>rd</sup>-5<sup>th</sup> grade students have had time to arrive on the SPA campus for pick-up. **3<sup>rd</sup>-5<sup>th</sup> Grade students should be picked up from SPA before 3:45pm on full days, 2:45pm on early release days, and 1:15pm on half days.** ACS/SPA students not picked up by the previously listed times will be taken to the SPA office to call home.
- 3<sup>rd</sup>-5<sup>th</sup> Grade students should exit ACS daily through the MPR ONLY.
- Students whose parents fill out a permission form will be given a special sticker for their backpack tag which alerts staff that they have parent permission to walk to SPA to meet sibling(s) on full days. **Additionally, students will be given a pink ACS sticker that should be added to your SPA placard to ensure proper safety/security and logistics during SPA dismissal.**
- Students must have their backpack tag with the designated sticker on it visible to be released to walk to SPA. If the tag is lost or removed from their backpack, they will not be able to walk to SPA until it is replaced.
- Students must initially turn in the permission form to their teacher or the front office 24 hours in advance to be able to walk to Scottsdale Prep, thus giving the administration the time needed to verify and place the sticker on their backpack tag for afternoon dismissal. Students with permission will be allowed to exit and walk to SPA unless a parent notifies the school that they wish to revoke the privilege.
- After being crossed by the ACS crossing guard, they should WALK and follow the designated trail to SPA where they will cross with the SPA crossing guard. They should proceed to the SPA patio to an appointed gathering spot (the SPA MPR), where they will be supervised by an ACS teacher until they are picked up. ACS students may not enter the SPA building without permission from the ACS supervisors and may not use any vending machines. (ACS students are not allowed to bring money to school.)
- Scottsdale Prep will not be responsible for locating 3<sup>rd</sup>-5<sup>th</sup> graders on campus who leave the designated area. SPA siblings must take the initiative to find their sibling and listen for their family name to be called out in the carline.
- Both schools reserve the right to revoke this privilege if an ACS student does not follow the necessary procedures, if there is any concern for the safety of the ACS student or others, or if the ACS student displays a refusal to follow faculty directions or shows disrespect towards an ACS or SPA faculty member.

**I acknowledge that I have read and communicated all information on drop-off and pick-up procedures with my child as listed below.**

\_\_\_\_\_  
PRINT 3<sup>rd</sup>-5<sup>th</sup> GRADE STUDENT NAME

\_\_\_\_\_  
ACS GRADE

\_\_\_\_\_  
PRINT PARENT NAME

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

Please return this form to your child's teacher or email it to Mindy Wie at [mwie@archwayscottsdale.org](mailto:mwie@archwayscottsdale.org) 24 hours before the first day you would like your child to walk to and from SPA.