

BCA Traffic Guidelines 2026-2027

Please carefully read and follow the guidelines below regarding drop-off, pick-up, and traffic safety procedures while on BCA's campus. Each day we will move 1000+ students and staff on and off campus. Each traffic pattern is intentional and thoughtful. We appreciate your cooperation to make this a smooth and safe process!

**See the attached map for drop-off and pick-up locations*

Drop Off Times:

Preschool	8:10-8:30
K5-5th	8:00-8:15
6th-12th	7:40-8:00

DROP OFF PROCEDURES:

1. Classrooms/buildings are not open to receive students before 7:50am. Students arriving prior to 7:50am must go directly to Before School Care and check-in with the BSC personnel. Students are not to be left unattended at any time. **DO NOT LINE UP EARLY!** **Middle school students** will be supervised outside at their drop-off location beginning at 7:40 (report to morning care before 7:40). Doors to the Middle School hallway open at 7:50. Elementary siblings may also get out at this location and be held in C cafeteria.
2. **High School students** may enter the building at 7:45. High School students arriving before 7:45 must remain in their vehicles as there is no high school before school care. Contact the high school office if before school care is necessary.
3. **DO NOT PASS** in car lines unless directed to by a staff member. Students exit from both sides of vehicles (and occasionally a stray water bottle or dog exits the vehicle).
4. **Absolutely NO PARKING or drop off on SIXTH STREET or the CARING KITCHEN.**
5. **Parents/visitors** planning to park and remain at BCA for an extended period of time are asked to park in one of the parking spaces away from the main school buildings and play areas. When possible, please wait until the end of traffic to park.
6. **No thru traffic** from the upper parking lot past Building A down to **Blue** or **Green** locations (See Traffic Map). Entrance #4 is **ONLY** for preschool drop-off and pick-up, and 2nd grade pick-up (**Red** Location).
7. Drivers dropping off at **Purple, Green, and Blue** locations should use the long BCA Drive.
 - a. Please note that 2nd and 4th grade, as well as high school, are picked up at a different location from where they are dropped off.
 - b. **High school students** are dropped off at **Purple** (in front of the HS Building). Drivers should follow the traffic pattern turning right off of the BCA Blvd and allow student to exit vehicle onto the sidewalk or directly in front of the HS Building. (Students should exit while on side facing the HS Building, NOT into oncoming traffic lanes.) Drivers should then continue to follow designated traffic pattern to exit school grounds.
8. **Drop off in the high school gravel lots and in front of the gym (Elem-HS) is PROHIBITED and may result in administrative action.**
9. Siblings may exit at one location as long as all siblings are capable of walking safely to class, using crosswalks and sidewalks. Older siblings must escort siblings that are too young to walk to their classroom on their own. You are also welcome to drop students off at their individual locations.

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Regular Dismissal Times

Half Day K3/K4	11:45am
K3, K4	2:30pm
K5	2:45pm
1st, 2nd, 3rd	3:00pm
4th-5th	3:10pm
6th-12th	3:15pm

Early Release Times

All Preschool	11:00am
K5-1st	11:30am
2nd-3rd	11:45am
4th-8th	12:00pm
High School	11:50am

PICK-UP PROCEDURES:

1. **No early birds please (during afternoon pick up)!** Coming early creates problems in the parking lanes as it impedes others who are behind you in picking up their child at their designated time. As a consequence, our lanes and parking lots fill with cars that are unable to get out or pick up their children. **If you arrive early, you will be asked to park in a back gravel lot until your designated time, or to circle around.**
2. **PICKING UP SIBLINGS:** For those parents with more than one student at BCA, all children in your family (excluding preschool) will be in the same location for afternoon departure. The departure time and location will be that of the **oldest child** at BCA. **Preschool siblings must be picked-up from their classrooms.**
3. **CAR SIGN:** To ensure a faster pick-up process, you will receive a hanging car tag with the color of your pick-up location. Please write the grade of your oldest student on the tag.
4. Early pick-up: Students being picked-up prior to their scheduled release time must be checked out at the front office by an adult listed on their authorized pick-up list (Photo ID required) by **2:40pm**. *At least* 15 minutes should be allotted for the check-up process. Students will not be pulled from class to wait in the lobby prior to your arrival.

GENERAL TRAFFIC GUIDELINES:

1. The speed limit posted along the BCA drive and in the parking area must be adhered to at all times.
2. Drivers in the front of the traffic line, at the crosswalks, should place cars into PARK or take their car out of gear to ensure they do not roll forward.
3. All pedestrians should use designated crosswalks and sidewalks when in the parking lot.
4. There is no parking in the middle lane parking spaces of the main parking lot during drop-off/pick-up.
5. **ABSOLUTELY NO CELL PHONE USAGE WHILE IN THE BCA PARKING LOT OR TRAFFIC LINES!** This is a time in which all drivers need to be alert and attentive to their driving, instructions by traffic guards, and pedestrians at the crosswalks during this busy time.

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WHERE do I drop off and pick up my child(ren)?

- **K3/K4** must park and walk students to drop-off/pick-up locations.
 - Preschool parents should park in spaces located in front of the Gym, around A-Building, or the Church.
- **K5** drop off at **BLUE** location. Pick-up at **BLUE** or **GREEN** (depending on your child's teacher)
- **1st grade** drop off and pick at **PURPLE** location.
- **2nd grade** drop off at **BLUE** location, pick-up at **RED** location.
- **3rd grade** drop off and pick up at **BLUE** or **GREEN** location (depending on your child's teacher)
- **4th grade** drop off and at **BLUE** or **GREEN** Location. Pick up at **BLUE** location.
- **5th grade** drop off and pick-up at **GREEN** Location
- **6th-8th** drop off and pick up at **PURPLE** Location
- **High School** drop off at **PURPLE** Location, pick-up at **ORANGE** Location
 - High School students arrive between 7:45am – 8:00am
 - High School begins promptly at 8:00am and ends at 3:15pm (Pick-up begins at 3:18, DO NOT line up before 3:15)

