Mandarin Immersion Magnet School
Student Drop-Off / Pick-Up

Procedures
1. Please follow the directions of traffic flow and be courteous when the lanes merge.
2. Pedestrian traffic is heavy from 8:15 AM to 8:45 AM and from 3:40 PM to 4:10 PM. Please drive slowly and be ready to stop for pedestrians.
3. Drop-off
   a. Please drop off your child only at designated area:
      i. Park by the curb side in front of the school, or
      ii. Park in the Parent/Visitor Parking area.
   b. Please do not park in the middle of traffic flow to drop off your child.
4. Pick-up
   a. Please form a line at the curb side in front of the school and have your placard ready.
   b. Please move your vehicle forward and fill the empty space before picking up your child.
   c. If your child requires additional assistance to buckle-up, please plan to park in the Parent/Visitor Parking area and pick up your child at the cafeteria door.
5. The parking lot next to our building is designated for teacher parking between 8:00 AM to 5:00 PM.
6. If the parking lot is full, please utilize street parking around campus and respect the city regulation.

Map

Important Hours
1. School opens from 8:00 AM to 5:00 PM. The front office is temporarily closed from 3:30 PM to 4:15 PM for dismissal. There will be no access to the building before 8:00 AM or after 5:00 PM.
2. Student hour is from 8:30 AM to 3:50 PM. Students need to arrive classrooms by 8:35 AM before tardy is marked. Late pick-up fee applies after 4:10 PM.
3. CIASP parent pick-up from 4:15 PM to 6:30 PM at the front of the school. Enrichment only pick-up at the side of the building from 5:00 PM to 5:30 PM.
4. All club sponsors sign in at the front desk (after 4:15 PM) or in the cafeteria (from 3:40 PM to 4:10 PM). Club students are dismissed at the cafeteria door with sponsors. Club visitors need to sign in before 5:00 PM or contact club sponsors if it is after 5:00 PM.