

## **St. Andrew Student Drop-Off & Pick Up Plan**

If you plan to drop off (Beginning of School) or pick up (End of School) your children, please follow this guide. We will use this system to help your children remain safe during the very busy times of drop off and pick up. Please be assured, this will be easier to do than it is to explain.

### **Drop Off (Beginning of School Day)**

1. Remember the Golden Rule: "Curbside/Schoolside/Passenger-side" when dropping off. Grove Street (south side of school) please stop, drop, and go. Remember there is no parking and it also happens to be where our Bus will drop off students. 8th Street (east side of school) please stop, drop, and go. We ask you do NOT park on the house side of Grove Street or 8th Street as we then have students running across traffic in the streets. When in doubt remember the Golden Rule: ***Curbside, Schoolside, Passenger side.***

### **Pick Up (End of the School Day)**

1. Dismissal from homerooms is at 3:15p. Students gather in the East Hallway (Near Playground). They may not open the door to come outside until a teacher or supervisor is with them.
2. In regular dismissal, students will be led to a safe area at the northwest corner of the parking lot in between the school and parish office. They will remain there until a teacher or supervisor instructs them to report to their parents vehicle (to be discussed in next directions).
3. Drivers of cars will ENTER the school parking lot through the Eighth Street (East of Building) driveways (see diagram).
4. Drivers of cars will pull up to one of 4 Orange Safety Cones in a single file line making sure there is plenty of room in front of and the rear of each car (see diagram).
5. Once your vehicle has pulled into any of the 4 straight lines, you will turn your car engine off. You will then pull down the sun-visor of the passenger side that will display your Family Last Name (dispensed with this letter).
6. Once the Teachers / Supervisors see your car sun-visor last name, your student's name will be called to go out and enter your vehicle. Please help your children get in and buckle up seat belts as quickly as possible so we can keep traffic flow moving efficiently but most importantly safely.
7. Once your student is in safely, simply move your passenger visor up to help inform our Teacher/Supervisor that you and your row are ready to exit your safety lane.
8. As you are directed to exit the parking lot in a straight line, you will exit out the Grove Street exit.
9. Please watch for other cars, walking students, or our School Bus in transit to the school.

### Special Notes

1. We understand there may be a day when your student needs to be picked up “very quickly”. We suggest you try to make arrangements in advance to meet your student at the Main Office. Parking in Church / Rectory areas are unsafe for our students during these times; we ask you use the 8th street Entrance to pick up. Please do not signal your children to your car until we dismiss; it is not safe for your student.
2. Do NOT park on Grove Street (south of school) at all. The school bus uses this as their pickup and drop off, it keeps our students from running across busy lanes of traffic moving on that street, and it helps keep our neighbors happy knowing that students are safe too.
3. In the event of inclement weather, we will dismiss students from inside the playground doors. Use the same pull in procedures (keep car running to keep kids dry and warm).

