



August 10, 2018

Dear St. Michael School Families,

The fruits of the labor from the capital campaign fundraising have paid off! It is time to begin the construction phase. During the initial construction phase, ponds will be built to offset drainage and the parking lot will be under construction. This construction will begin very soon. During the construction, the school will need to reroute arrival and dismissal procedures. The new procedures will be in place until the end of November. Please be patient and help us to be safe as the changes take place. If you have additional questions, please contact the school office at 317-462-6380.

We will begin the new traffic procedures on Tuesday, August 14th. We will begin these procedures prior to the official start of construction so we can work out any traffic flow issues in advance.

Educationally yours,

Mrs. Hittel

Arrival Procedures

Morning Care (6:30 – 7:30AM)

- Students arriving for morning care will be dropped off at the main entrance to the school. Students will enter the building and go to the gym.

Arrival Procedures (7:30 – 8:00AM)

- **Preschool students through first grades (and siblings)** – Cars should enter the front circular driveway and pull as far forward as possible along the walkway. Students should exit the vehicle and enter through the main entrance. A staff member will be at the door to assist. Cars will turn left and merge into the exit lane and exit onto Jefferson Blvd.
- **Second grade students through eighth grade students** – Cars should enter on the north drive and proceed behind Nolan Hall and the Parish Office. Turn right onto the drive that is between Nolan Hall and the main building. Stay to the right side of the drive. Students will exit the vehicles and walk on the sidewalk to the main entrance. Cars will proceed to Jefferson Blvd to exit. Please be aware of merging traffic from the front of the school building.



Dismissal Procedures

- **Preschool students through first grades (and siblings)** - Do not enter the circle until 2:50 p.m. At or after 2:50, form two lines. Please turn your cars off for the safety of all. Place your name tag insert in the passenger side windshield. Stand next to your car to assist with your child. Students will be directed to their cars. Please make sure all children are safely buckled into their car seats. Cars will be released one row at a time. No cars will be moved until all students are safe in their vehicles. *(This procedure is already in place.)*
- **Second grade students through eighth grade students** - Cars enter on the north drive. Proceed behind Nolan Hall and the Parish Office. Cars will form lines facing the school building (please refer to the diagram labeled Dismissal Procedures). Cars will be released one row at a time. No cars will be moved until all students are safe in their vehicles.

After Care (3 – 6PM) Very Important change in location – EFFECTIVE AUGUST 14TH.

- **After Care** will be moved to **Parish Office Meeting Room 2**. (Please refer to the diagram labeled Dismissal Procedures). Enter the parking lot via the north drive. This is the same drive as grades 2 through 8 use for arrival and dismissal. Exit the parking lot using the driveway between Nolan Hall and the main school building.

Please note:

For the safety of all our children, their parents/guardians, and our staff never pass a vehicle during arrival and dismissal times.

EFFECTIVE Tuesday, August 14, 2018 Morning Arrival