

2021-2022
ARRIVAL & DISMISSAL PROCEDURES
8:00 School doors open for student arrival.
8:25 Tardy bell rings/8:30 Classes begin.
3:10 Dismissal.

Car Arrival:

Cars arrive from Oak, Wetmore and Sycamore Streets to the back parking lot to drop off children at the patio doors from 8:00 AM - 8:25 AM.

- Use of turn signals would be appreciated.
- One lane is used. Please pull up to our volunteer helpers and have your children exit the right doors of your car and walk safely into the building (patio doors are open).
- Please turn right when exiting the parking lot.
- Please pull up to our staff and have your children exit the right doors of your car.
- Due to an abundance of caution, parents will not be able to escort children into the building.
- Please follow our adult monitors' instructions. These procedures are enforced to ensure the safety of our students, faculty/staff & visitors.

Important: Make sure all car doors are **locked** until **you** are ready to let your children exit the vehicle.



Car Dismissal:

1. Cars are not to arrive in parking lot before 2:40 PM.
2. Cars that arrive in the back parking lot from 2:40 PM until 3:06 PM are to park in an 'oval' fashion.
 - Students in the same family are to go to the designated area of the lowest grade students. (Ex: If 8,4, 1st grade in the family, all your family will be at the 1st grade designated area.)
 - **Parents, guardians or designated drivers are to remain in their cars until the monitors release the row of vehicles that you are parked in. Once released, please wear your mask and walk to the patio to pick up your student(s) who will be lined up PreK-8: PreK - edge of patio 8 - by garage area). Please return promptly to your vehicle so other rows can be released for student pickup.**
 - **We ask parents to not congregate on the patio.**
 - All students must be released from the grade level teacher at the cone.
 - All cars are loaded from 3:06-3:15.
3. Cars that arrive after 3:06 will form a line up Oak Rd. until outside lane (1st row) moves (about 3:13 PM). Please do not block Oak Rd. residents driveways.
4. Car movement for dismissal is ready when all cars are loaded about 3:15 PM.
 - A whistle is blown 3 times to warn parents that car movement is soon.
 - A warning is given to everyone still at the coned areas.
 - One loud whistle is given and outside lanes move. The inside lane will exit by Wetmore and the outside lane will exit by the rectory.
 - Once cars begin moving, no person is to walk in the parking lot including walking by vehicles in the parish office parking spaces.
5. As the large outside lanes move, the cars that arrived after 3:06 will be directed from Oak Rd. into the lot and should pull around to the patio area to load their cars in one lane only.
6. Please follow the above procedures for the safety and convenience of all concerned.
7. Parents are encouraged to park in the parking lot and not on streets.
8. Dogs and/or other pets should not be brought to school unless permission is granted by the principal.
9. Parents/visitors, should refrain from smoking on school premises at all times.

