

2011
ARRIVAL & DISMISSAL PROCEDURES

Car Arrival:

Cars arrive from Oak, Wetmore and Sycamore Streets to the back parking lot to drop off children at the patio doors from 8:10 AM - 8:40 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.
- If you wish to escort your child to the building, please park in the spaces in the center of the lot and use the crosswalks.
- 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.
 - Parents, guardians or designated drivers are to **walk** to the coned areas marked K-8. (K-edge of patio → 8 - by garage area).
 - Grades K, 1, 2 are dismissed to coned areas at 3:06 PM.
 - Grades 3,4,5,6,7,8 are dismissed to coned areas at 3:07 PM.
 - Students in the same family are to go to the designated cone of the lowest grade students. (Ex: If 8,4, 1st grade in the family, all your family will be at the 1st grade designated cone.)
 - All students **must** be released from the grade level teacher at the cone.
 - All cars are loaded from 3:06-3:12.
3. Cars that arrive after 3:06 will form a line up Oak Rd. until outside lane (1st row) moves (about 3:13 PM).
4. Car movement for dismissal is ready when all cars are loaded about 3:12 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 invited 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.

