

## **ARRIVAL PROCEDURE**

Since the new driveway will be completed for September, there will be an AM STOP and DROP LINE. Enter the driveway from First Street on the right hand side a little past the front door. Pull all the way up and at least 4 staff members will be outside to assist children exiting your car. Students must exit from the passengers side. As soon as your child exits the vehicle you will leave via the Second Street exit. PARENTS DO NOT EXIT YOUR VEHICLE ON THE STOP AND DROP LINE.

Students will then enter the building through the driveway back door and report to the classroom where teachers will be awaiting their arrival. In addition, staff will be in the hallways and stairwells to ensure order.

If you child walks to school they can enter the school through the front door. DO NOT DROP YOUR CHILD OFF AT THE FRONT DOOR. YOU MUST WAIT IN THE STOP AND DROP LINE.

If you feel it is necessary to walk your child to the door, you need to secure a legal parking space on the street not on school property.

## **DISMISSAL PROCEDURE**

Half Day dismissal for Pre-K 3 and Pre-K 4 will be at the Driveway Back Door at 11:30.

All other students will be dismissed at 12:15 on early dismissal days and 3:00 on regular school days at different exits.

Pre-K 3, Pre-K 4, Grade 1 and Grade 2 at the Driveway BACK DOOR.

Grade 2,3,4 and 5 at the FRONT DOOR

Grades 6, 7, and 8 by the RECTORY DOOR

It is recommended to pick up younger students first than other students. At dismissal time you must park legally for the safety of all.

I'm hopeful this procedure works smoothly however, adjustments can be made.

Most importantly your cooperation and patience is necessary for this procedure to be successful.