



St. Mary School Morning Drop-off Procedure

In order for our drop-off to run smoothly and safely for all of our parents and children, it is critical that everyone follows the same procedures. Please enter the first gate (west) and proceed around the top lot in a circle. Pull your car forward as far as possible, let your child open their door and proceed out of the car and around to the tunnel doors. It is very important that no parent gets out of the car in the drop-off lane closest to the curb. If you must get out of the car, please park in a parking spot in the center of the lot and walk your child to the sidewalk or into the building. While we all understand that a good-bye hug and kiss is very important, we ask that you either do this before you get in the car at home or park in the lot and walk with your child and say your good-byes at that time. It causes disruptions in the traffic flow if parents get out of the car. Please remember to be considerate to those who are waiting behind you and help us keep the line moving as quickly as possible. It is frustrating if you are caught in a line that is not moving as it should, but it is important to NEVER pass in the drop off line because of the children exiting cars.

No one should pull up to South Street to drop children off on this very busy street. It makes it difficult for the parents who are exiting the parking lot, and it is not safe to have the children dropped off on South Street due to the large amount of traffic. This is also where the teachers must park in order to keep the lot open for our parents and church activities.

There will be a teacher outside to help open the car doors and help the children out of the cars so parents can stay inside and drive away as quickly as possible to keep things moving. Thank you for helping us to make the morning drop-off a positive experience for all.

After School Dismissal Procedure

It is important to avoid too many people congregating on the sidewalks by the church where the classes must walk and to avoid children running near moving cars. Please carefully read the following dismissal procedures so that we can make a safe, orderly dismissal for everyone. We know that dismissal is a great time to socialize with other parents. If you would like to come to school early to meet and talk with other friends and parents before the children come out, please consider picking your child up in the **lower lot**. Many parents enjoy gathering to talk while waiting for their children on this lot because it has more spaces and it does not back onto South Street—which is a state highway. It is very helpful if you **back your car into the parking spaces in the lower lot** so you are able to drive out easily once your child is safely in the car. Once the children exit school and are standing with their teacher, we ask that you walk up and take your child by the hand, walk them to your car, and slowly and carefully exit the parking lot.

If you would rather visit on the **top lot, we ask that you please gather on the bricks by the entrance to the Bishop's Memorial Hall.** We ask parents not to gather on the sidewalks so that the children can safely follow the teacher. Keeping the sidewalks clear will allow teachers to walk the students to their destination without worrying that we will lose someone in the crowd. Students using the LOWER LOT will dismiss first, and will be led by one teacher from each grade level down the steps to the lower lot. The UPPER LOT students will follow behind and proceed to their designated area to wait for their parents to come take them by the hand and lead them safely to their car where they can buckle in and be ready for take-off! Please do not drive up to the sidewalk by the church and ask your child to get in the car. That disrupts the flow of traffic and is not safe for others who are trying to walk or drive around you. If there is no spot available, you may need to pull out, drive around the block, and come back in the lot to find a space if you want to stay on the top lot. Our children are young and they often act without thinking first. It is our goal for dismissal to be a safe and orderly time for everyone concerned.

Thank you for your help and cooperation as we do our best to keep everyone safe and happy! 😊