

# 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. 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 your child to the sidewalk 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 parents are to walk their children inside.

**No one should pull up and drop children off on South Street.** It makes it difficult for the parents who are exiting the parking lot, and it is not safe 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. Parents are asked not to enter the building unless you are running late. If it is **after 8:00, please walk your child to the front entryway and sign in** while your child goes into the front office. They will then walk to their classroom from the back door of the office.

## After School Dismissal Procedure

Please carefully read the following dismissal procedures so that we can make a safe, orderly dismissal for everyone. We will be dismissing at staggered times with 3rd gr. dismissing at 2:45, 1st at 2:50, 2nd at 2:55 and Kindergarten at 3:00. You may pick up your child at 3:00, but we want you to know of the staggered dismissal as we do our best to keep the children separated. Please stay in your car until you see your child, and then wear a mask to walk up, take them by the hand, and walk them to your car.

You have two choices for pick up - the upper lot and the lower lot. 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. 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 pick up on the **top lot, we ask that parents wait until the teachers have walked their class to their spot so they can keep track of their students.** Students must follow their teacher to their spot and then the teacher will dismiss each child as she sees the parents. The UPPER LOT students will dismiss next and follow their teacher 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!**