

## INCLEMENT WEATHER DROP-OFF PROCEDURES:

**Beginning Dec. 1 and ending March 6**, we will use the winter drop off procedure at the foyer doors. Please never drop children off in the back parking lot. It is unsafe for the children. When the chain to the lower parking lot on School Street is down, you may follow the procedures below:

- Consider School Street to be a one way street from Lowell Street to Franklin Street. Do not proceed from Franklin Street onto School Street. If you choose to enter via Franklin Street, drop your children at the gate and have them walk through the library entrance.
- **No cars may enter from Chestnut Street as the Chestnut Street St. Johns Avenue ramp will be used as an exit only.**
- Enter the lower parking lot ONLY when there are no children outside.
- Please pull your car up as far as possible before stopping. We are attempting to get 10-12 cars to the sidewalk before the students move out of the cars.
- Students should exit through the passenger side of the car for safety reasons and go directly to the sidewalk and into the building.
- Children should be ready when the cars pull up. Backpacks, lunchboxes, etc. need to be available to them.
- Parents should remain in the vehicles. Due to security reasons, the ONLY door parents can use to enter the school is the Library Door. Please do not go into the gym with your student in the morning. There is staff to supervise the students beginning at 8:10. If you arrive at school sooner than 8:10, please have your student remain in your car until that time. If Pre-School, Pre-K or Kindergarten parents only need to get out of your car, please pull over to the other side of the cones to allow for free flow of traffic.
- Please do not pass any vehicle. Wait for the first vehicle to move and follow the line out of the parking lot. Exit pattern is between the Rectory and the Parish Center.
- Pre-School, Pre-K and Kindergarten start times will be 8:25. You may park on the opposite sides of the cones and walk your child into the foyer where teachers will be available to receive them or you may choose to bring your Pre-School or Pre-K student to the outside classroom doors as usual at 8:25. If your child has older siblings, you may drop them off with the older children and the teachers will be available to receive them in the foyer.
- Drop off times are 8:10 to 8:25. Remember school begins at 8:25 and all students in grades 1-8 should be in class.

- If for any reason your child arrives after 8:30 am they should enter through the library and sign in.
- No cars are allowed in the rear parking lot between 8:00 and 9:00. Children are not to be dropped off or picked up in the rear parking lot. It is not a safe place to drop off children. Buses only are allowed in the rear parking area. There are no exceptions to this rule

### **PM PICK-UP PROCEDURES:**

There is room for 92 vehicles in the lower parking lot. Please be aware of all the children around you before moving your vehicle. It is not safe for children to walk unsupervised across the street to get into a car. Please pull into the parking lot so that you are not backing up. PLEASE DO NOT INSTRUCT YOUR CHILDREN TO LEAVE THE YARD TO MEET YOU. No cars are allowed to pull into the back parking lot between 2:15 pm and 3:15 pm to allow for buses to park and safe dismissal of bus students.

Students in Pre-School, Pre-K and ½ day K will be dismissed through the front foyer doors at 11:30 a.m. Parents can park in the lot on St. John's Ave. and walk to the front parking lot to pick up their children. Parents may also pull into the front parking lot to pick up their children but must exit this parking lot immediately to accommodate the lunch/recess times for the older students.

Students being picked up by car in grades Full Day K-4 will be dismissed from the gym with a sign-out method while students in grades 5-6 will be dismissed out through the foyer doors while grades 7-8 will be dismissed out through the back gym door.

Dismissal is at 2:45. Students not picked up by 3 PM will be sent to the After School Program and a fee will be assessed. If you are going to be late, please notify the school by 2:15 if possible.

- Students staying for extra-help or any other reason may be picked up at the designated time at the Library door
- Students in Gr. K-2 must be picked up by an authorized adult. We will not allow any students in these grades to walk home.