

February 1, 2012

Dear Parents/Guardians,

We have received numerous complaints about the front parking lot at dismissal. Your children's safety is always a priority to us. As a reminder, the following guidelines must be followed. Any person picking up a student must park in a legitimate parking space. There is absolutely **No parking**

- behind the rectory near the traffic circle
- in front of the garages
- near the entrances and exits
- along the side of the parish center

If the front lot is filled, please drive to the parking lot in front of the parish, park and walk over. We are only trying to keep children safe!

There is an ongoing problem with the back parking lot. **NO** parent is to drive into this lot at any time between 8:00 – 9:00 am. This lot is for the buses and faculty and staff parking **ONLY**. Again this is for the safety of the children.

It has also come to our attention that there is an issue at morning drop-off. As you are aware, morning drop-off begins at 7:50. At this time, students may enter the school building through the foyer doors. All students are to be in their classrooms at 8:20 for morning prayer. As the time draws closer to the start of the school day, some families are rushing through the parking lot. This concerns us very much.

From 7:50 to 8:20 is more than ample time to have your child arrive at school. However if you prefer not to wait in the valet line, you have the option of parking in front of the parish center and walking your child to the front door. The library door is to be used only *after* 8:20, by bus students during inclement weather and visitors. The foyer doors are the primary entrance in the morning.

Starting February 13, if your child is not in the building by 8:20, he/she will receive a tardy slip in the foyer *or* the main office. This slip is given to the homeroom teacher and is written on the daily attendance record. Tardiness does not only affect the late student but all children in the classroom.

We appreciate your efforts in addressing these concerns.

Mary Anderson
Assistant Principal

Maureen Kelleher
Principal

**** Please consider this an addendum to the parent/student handbook.**