



Morning Drop-Off Procedures:

- Drop-off begins at 7:15 am
- Students are dropped off in the circle and enter through the school's main entrance. For your safety, the car line will be limited to one lane in the morning (see diagram)
- Children will exit on the right-hand side of the vehicle only
- Do not exit the single lane or pull around a parked car
- If you choose to park in the lot, you must escort your student(s) along the sidewalk and drop off at school entrance (see diagram) Students may not walk from the lot alone
- Students arriving after 7:50 am are tardy and must be accompanied by a parent/guardian to the front office to check-in and receive a tardy slip

7:15 am	Front doors open - all students report to designated supervised classroom
7:35 am	Students are dismissed to the hallways and sit outside their classrooms
7:45 am	Classrooms open
7:50 am	Prayers and announcements begin

Afternoon Pick-Up Procedures:

- Students are dismissed at 3:15 pm on Monday, Tuesday, Thursday and Friday and at 2:20 pm on Wednesdays.
- Parents are to drive cars into the loop, pull up to the next car and turn vehicle off. Remain in your vehicle until your child is dismissed to the car. Two lanes will be used for regular afternoon dismissals; do not exit your lane or pull around a parked car. Faculty members will direct traffic.
- Once outside, students will go to their designated area and are to remain seated until dismissed by a faculty member.
- After all students are safely in their car, the faculty member will dismiss cars one line at a time.
- A faculty member will direct cars waiting outside of the circle to begin filling one lane as the previous cars exit the circle. Please wait to be directed by the faculty member as lane entry varies based on the number of vehicles in carpool.
- For the safety of our students and families all students will be dismissed through the carpool line: parents may not park and walk up through carpool traffic to pick up their students. No cell phones please.

Rainy Day Dismissal Procedures:

- Students will remain inside the building until they are dismissed to their cars.
- Parents are to drive cars into the loop, pull up to the next car and turn vehicle off. Remain in your vehicle until your child is dismissed to the car.
- Two lanes will be used for rainy days; do not exit your lane or pull around a parked car.
- If you choose to park in the parking lot, please walk all the way up to the building and wait under the entrance or in the entrance hallway until your child is called by faculty to join you!