



2011-2012 Comings and Goings

**A quick reference for transportation
questions**

TRANSPORTATION

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In order to secure safety for all our students please be aware of the following procedures:

1. A transportation form is to be completed for each child annually. The classroom teacher will keep this form on file. Any changes in the regular mode of transportation for your child or children should be presented to the teacher in the morning by writing a note.
2. Supervision is provided for your child before school in the schoolyard beginning at 8:10 A.M.

AM DROP-OFF PROCEDURES:

**NO CARS ARE ALLOWED IN THE BACK PARKING LOT AT ANY TIME IN THE MORNING BETWEEN THE HOURS OF 8:00 AND 9:00. CARS IN THE PARKING LOT PRESENT A SIGNIFICANT DANGER TO OUR CHILDREN.
THERE ARE NO EXCEPTIONS TO THIS RULE**

All buses use the upper parking lot unless directed differently.

All students should arrive by 8:15 at the first bell. Morning Prayer at the second bell begins our day at 8:20.

You may drop your students off on Franklin Street or School Street. It is suggested that parents let children out of the car on the passenger side so they can proceed directly into the play area or parking lot. Be aware of other children and pedestrians. Do not park on these streets to allow for the free flow of traffic. If you need to park your car for any reason, use the parking lot on St John's Ave. This includes Pre-School, Pre-Kindergarten and Kindergarten parents who wish to walk their children into the play yard.

You may also drop off students in the driveway between the Church and the Rectory. Access this driveway by entering the road between rear City Hall and the credit union. Take a left in front of the Church. Take a right into the driveway between the Church and Rectory and drop off students, through the passenger side only, to the play yard. Exit will be between the Rectory and the Parish Center. Please follow the following procedures:

1. Students may only exit through the passenger doors. They must proceed directly behind the cones to the play yard.
2. Parents may not exit cars for any reason.
3. Children must be ready to exit vehicle immediately. Backpacks and lunchboxes, etc should be readily available.
4. Wait for the car ahead of you to proceed before moving forward. There is **absolutely no passing allowed in this area**. Cars may never exceed 5 MPH in the school yard area.
5. You may not park anywhere in this driveway area. This area is reserved for Parish Staff only.

6. Pull up as far as possible and let the children exit the vehicle and proceed directly to the expanded walk area behind the cones.

If you arrive after the 8:15 bell, please drop children OUTSIDE the yard on School Street, and direct them to walk near the building as they approach the Library door.

Students arriving in class after Morning Prayer should sign in at the Office and proceed to class.

INCLEMENT WEATHER DROP-OFF PROCEDURES:

Beginning Dec. 5 and ending March 12, 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. **During inclement weather the following procedure may be followed. The front parking lot should never be entered via School Street.**

In order to ensure the safety of our children, we will be making the following changes to our valet drop off procedure. This includes both inclement weather days and cold weather valet drop off that begins in December. There are three major changes to the original procedure. Please read all changes carefully and inform all drivers who may bring your children to school.

- 1. There is absolutely no parking in the front lot at any time. There are no exceptions to this rule. All families K-8 will be part of the valet drop off.**
- 2. Preschool and PreKindergarten families will use the parking lot in front of the Thrift Shop and will walk their children to the classroom. The teachers and aides will no longer be in the foyer. Teachers will be in the classroom to greet the children.**
- 3. The flow of traffic will:**
 - Enter the front parking lot via Church Street. The Church will be on your right and the Rectory will be on your left.
 - Loop around the parking lot keeping the cones to the left of your vehicle.
 - 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 immediately 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 8:00. If you arrive at school before 8:00, please have your students remain in your car until that time. 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.

- Drop off times are 8:00 to 8:15 am. The first bell will be at 8:15. Prayer begins at 8:20 and all students should be in class.
- If for any reason your child arrives after 8:20 am they should enter through the library and sign in. After signing in, students will walk to their classroom. Parents will be unable to accompany children to the classroom.
- 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. Parents doing lunch duty are allowed to park in the rear parking lot against the fence during lunchtime only.

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 and Pre-K will be dismissed through the front foyer doors at 11:30 a.m. Pre-School and Pre-K parents can park in the lot on St. John's Ave. and walk to the front parking lot to pick up their children or 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 in ½ day Kindergarten will be dismissed through the Parish Center doors at 12:05 p.m. Kindergarten parents can park in the lot on St. John's Ave. and walk to the front parking lot to pick up their children.

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.