

2016-2017 DROP-OFF and PICK-UP Procedures

Please remember that the safety of our students is of utmost important to us. "Slow and Cautious" must be our mantra. Please put your phones down and keep your eyes out for our children! No car should ever be left running without a driver in it. **No** Curé of Ars Catholic School student is permitted to drive on school property.

Bicycles may be ridden to school, but not on school grounds. While on school grounds, students must dismount and walk their bicycles to and from the school. Children riding bikes to and from school must wear helmets. Mini bikes, skateboards, roller blades, and scooters are not allowed.

Morning Drop-Off Procedures:

- A. We are discouraging anyone parking anywhere for DROP-OFF with the exception of our Preschool parents who are parking in the Southeast (backside) lot. Drivers of Preschool, PK, JK, & Kindergarten can use the south drive-through lanes.
- B. **Preschool, Pre-K, & JK** parents will use the outer lane on the south side of the building next to the playground to get to the back southeast (backside) parking lot. You will park there and walk in to drop off your child.
- C. **Kindergarten** parents who wish to walk their child into the building may park in the preschool parking lot and use the preschool entrance. **Please note these doors will open at 7:50 a.m. If you need to drop off your preschool student prior to 7:50 a.m. they will have to be dropped at the front of school and follow the same procedures as the K-8 students. After 8:00 am (tardy), please drop off in the front of school.**
- D. **Please note that all drop-off with the exception of Preschool, Pre-K and JK will be on the west side (front) of the school. No drop-off will take place by the cafeteria courtyard.**
- E. **Drivers of Kindergarten-8th** grade students will use the west side (front) of the school and will pull forward to the gym door crosswalk. For cars dropping off students in the right lane (school side), please have students exit from the passenger side (school side). For cars dropping off students in the left lane (church side), please have students exit from the driver side (church side) and go to the crosswalk.
 - Kindergarten-3rd grade students dropped off from 7:30-7:50 will report to the cafeteria.
 - 4th-8th grade students dropped off from 7:30-7:50 will report to gym.
 - If students are dropped off between 7:50 and 8:00 am, they will come through the front school doors and go directly to their classrooms.
 - After 8:00 am (tardy), please drop off in the front of school and report to office for a TARDY slip.

Afternoon Pick-Up Procedures:

- A. **All Preschool, Pre-K, and JK** will be dismissed at the Southeast doors beginning at 3:25 pm. Any Kindergarten through Eighth grade student who rides with a driver of a PS, PK, or JK student must go to the southeast doors to be picked up.
- B. **Kindergarten and 1st grade students** will be dismissed at the Northeast gray double-doors (by the courtyard) at 3:30 pm. Any 2nd – 8th grade student who rides with a driver of a younger student must also go to the Northeast gray double-doors doors for pick up.
 - Parents will use the inside south lanes that lead to the back of the school.
 - Parents are to pull their vehicles in a single line up to the pick-up zone.
 - Students will be called to their vehicles and load quickly.
 - We will load up to 6 vehicles at a time. Please work with your child on buckling.
 - When all vehicles are loaded, you will then be allowed to exit and the next vehicles will pull forward.
 - Teachers will be assigned a vehicle to assist with loading. This will help with any children who need assistance buckling.
- C. **2nd-8th grade students** will be dismissed from the front of school through the doors by the office. Students will be picked up in front of the school on the west side (front) of the school building
 - A double line of traffic will form in front of the school to the pick-up zone which extends to the north end of the gym. Please pull all the way up to the Northwest corner of the gym and wait to load.
 - Up to 12 vehicles will be able to pick up at one time in two rows of six vehicles in each row.
 - Vehicles in the right lane will have students load on the passenger's side. Vehicles in the left lane will have students load on the driver's side. These students will walk in front of the rows to cross in the crosswalk.
 - After all vehicles have loaded their students; they will be permitted to exit. The next vehicles will then pull forward to load.
- D. All traffic is to move North (towards the fence) and west (towards the church) out of the parking lot after picking up children.
- E. Students and parents should not use this time to congregate outside the school. We have to get our students to their cars safely. Please proceed with caution when exiting the parking lot.
- F. Walkers and bikers will go to the gym at 3:30. At 3:40, they will be escorted by a teacher to Mission Road. They will use the crosswalk by the gym and proceed to the sidewalk between the church and the rectory to reach the Mission Road crosswalk.