

SAINT PATRICK SCHOOL ARRIVAL AND DISMISSAL PROCEDURES

In order to provide for the *safety of every child*, the drop off/pick up *procedures must be known and followed by everyone* who drops off or picks up a student. All established rules must be adhered to by every teacher, student, and parent or pick-up/drop-off designee.

Students who walk to and from school and are not driven *must walk on the sidewalk and cross at crosswalks*. They may *NOT* walk through the parking lot.

Students must walk to and from parked cars with a parent. Students, whose parents park for drop off/pick up, must be supervised by their parents at all times.

Cross only at the crosswalk across from the parking lot door to the school. Wait until the car line is completely stopped, so the flow of cars is uninterrupted. Students may **not** cross and walk to or from the car without a parent.

Children are to be dropped off and picked up only along the Parish Center curb between the yellow cones. Pull all the way up. Students must *enter and exit their car on the passenger side* only between the cones and *stay behind the white line on the sidewalk*.

Students may *not* be dropped off on Washington Avenue, Chatham Street, or on Oliver Street or in the parking lot.

In the afternoon, *students must remain standing in their class's area* until they are called to the pick-up line or picked up by a parent.

For pick up, *parents should wait* for their students in the designated area *between the Elementary School and the Parish Center on the sidewalk*, marked by the yellow cone. The *sidewalk along the drop/off pickup line, marked by the white lines, is ONLY for students walking to line or their car*.

Please *do not block* the *pickup/drop-off sidewalk area* or stand in front of *the crosswalk*. All walking and waiting areas must be kept clear by the parents, teachers, and students.

Socialization and arrangements for play dates may not take place on the pick-up line.

The following are the **dismissal times** for the grades. Please follow the pick-up time *guidelines for your OLDEST child*. If you arrive in the pick-up line before your oldest child's dismissal time, you will be asked to *move out of line*.

Grades **K and 1, 2:25 p.m.** (Orange sign displayed in car window)

Grades **2 to 5, 2:30 p.m.** (Yellow sign displayed in car window)

Grades **6 to 8, 2:35 p.m.** (Green sign displayed in car window)

The *family name(s) and grade(s)* of all students being picked up must be *written in large letters* on the proper color sign for your oldest child's grade level (a minimum of 5" x 8") and prominently *displayed in the car window*. This sign must be displayed in any car that picks up your child.

Students who need *extra time to pack up* at dismissal will *go outside* with their class and go *back into the classroom* later to complete packing their backpack.

Everyone should *follow the instructions of the teachers and staff* on patrol. All students are supervised by and accountable to the teacher on duty.

These *directives will apply regardless of the weather*, so children should be dressed according to the weather.

In the morning, if the temperature is *lower than 20 degrees* with the wind chill or it is *raining or snowing*, students may go into the school buildings and wait outside of their classrooms. (Middle school students should never line up in the stair-well.)