



## Drop-Off/Pick-Up Procedures

- Before and After Care Drop off/pick up will use the front doors off of West Avenue to enter and exit. There will be designated spots in the parking lot for you to use. Please only use spots numbered 17, 18, 19. You will ring the bell and one of our teachers will let you in the building.
- Morning drop off will be between 8:30-8:45 AM. We will be having a car line to drop off children at the back door. You will enter off of West Avenue, drive through the side parking lot and pull up to the back door. There will be a few teachers there to help your child out of the car and bring them into school. You will then exit out the back exit on Greenwood or around the school building and out West Avenue.
- If you choose to walk your child into school, you can park in the back lot behind school to walk them in the back door. Please use the Greenwood entrance if you are parking. West Avenue entrance will only be for car line. There will be cones set up for designated spots for parents that are parking. Please do not park past those cones since they are numbered for tenants.
- The front door will be open in the mornings for walkers only. There is to be no parking on West Avenue.
- There is no parking on the side of the school building or behind the church.
- If you arrive to school after 8:45 AM you will need to park in the side lot (spots 17, 18 or 19) or the back lot and walk your child to the front of school to walk them in. We will be closing the back doors at 8:45 AM and our teachers cannot hear the doorbell from their classrooms. There will also be no dropping off or stopping in the driveway between school and the rectory. That needs to stay clear for carline and church attendees.
- Pick up for 11:45 AM and 2:30 PM will be from the back doors as well. Please park in the open spaces in the back lot and we will open the doors promptly at those times. There will not be a car line pick up for the end of the school day. You will walk in and sign your child out from their classrooms.

***Thank you in advance for your cooperation and understanding as we work out these new procedures!***