

We are grateful for the cooperation of our parents and families in helping our procedures to be safe for our children and to go smoothly for yourself and all our Holy Rosary families.

If you have a child/children in the K-8 program ONLY, this procedure is for you!

- Morning Drop Off/Arrival is from 7:00am to 7:50am.
- From Green River Road, **enter school property by the traffic light only**. Do not enter through the driveway between church and Raben Tire.
- Follow the driveway around the gymnasium and the preschool building to the **Morning Drop Off Zone** along the sidewalk on the west and north sides of the preschool building.
- **Pull forward as far as you can** to allow more vehicles to line up along the Drop Off Zone. Do not wait until you are the front vehicle for your student to exit. *This will cause delays in the drop off procedure.* Please allow children to exit your vehicle as soon as you have reached **any part** of the Drop Off Zone sidewalk.
- Students should **exit vehicles from the sidewalk side of the vehicle only**. Please have children ready to exit the car when you arrive. They should have backpacks, lunches, etc. ready. Please avoid using your trunk for backpacks. Wish your child a great day and say good-byes before the Drop Off Zone.
- **Do not attempt to go around or pass a vehicle that has stopped in the Drop Off Zone unless directed to do so by a drop off supervisor.**
- **Students may enter the school through Door #6 (north door of preschool building *only if they are dropping off a preschool-aged sibling*) or Door #7 (1988/West Door with green awning) during morning drop off.**
- **REMINDER: Students are expected to be IN THEIR HOMEROOMS by 7:50am when the tardy bell rings.** A student who is in the building but not in their homeroom is considered tardy to school. Please plan accordingly in the mornings. **Drop off has traditionally been busiest from 7:35 to 7:50.** Parents and students should not have to worry about being late to school if you plan for to arrive by 7:35 or earlier.
- Drivers should exit by keeping left and circling directly around the first median closest to the drop off sidewalk and turn left again (south) to exit via the traffic light where they entered on Green River Road.
- If a student arrives at school after 7:50, he/she should enter through Door #1, Office Doors, close to the gym by using the buzzer, check in at the office to sign in with the secretary, receive a pass, and then proceed to class. Parents dropping off students late for school are asked to pull in to the school visitor parking spots along the south side of the SAC building.
- **Do not drop off or pick up students along the south driveway to enter through Door #1 (Office Doors) or Door #9 (Junior High doors). Do not drop off students by the Parish Hall porch via the driveway between the church and Raben Tire. Students who arrive at doors other than the designated morning drop off doors, Doors #6 and #7, will be considered tardy to school.**

Families with Totten Hall Preschool Students

If you have a student in the K-8 program and in the preschool, and your K-8 student is old enough and responsible enough to walk your preschooler into their classroom, you may choose to drop them off via the K-8 procedure, or you may drop off your K-8 student and then pull into the preschool parking spaces to walk your little one into the preschool.

Parents dropping off a preschooler only should follow the procedures for preschool only.

This pick up procedure is for students in the K-8 building and preschool students who are accompanied by an older sibling or student in their carpool.

- Drivers should enter the property at the traffic light on Green River Road, and follow the driveway to the back parking lot.
- Vehicles will be directed to pull into rows facing west (toward the playground) starting with Row 1 (see signs on the playground fence), then Row 2, and so on to Row 6.
- Teachers will be stationed with walkie-talkies throughout the parking lot to direct traffic. Please follow the flow of traffic and the teachers' directions. Please do not attempt to go around or pass a vehicle that has stopped.
- When traffic has stopped completely, teachers will direct children to walk to their cars.
- Once children are in their vehicles and the lot is cleared of pedestrians, teachers will direct the vehicles to exit the parking lot row by row by way of the driveway to Green River Road at the traffic light.
- Children not picked up in the first round will wait on the porch of the Parish Hall. When the first round of cars have exited, the procedure will be repeated for Rows 1-6.
- If you cannot find your child, please talk to the nearest teacher who can use a walkie-talkie to help locate students.
- **Drivers who leave their vehicles should be aware when it is time to leave and be ready to load their vehicles in order to exit on a timely basis.**
- **Drivers should not allow pets out of vehicles at dismissal as this can slow the dismissal procedure and potentially cause safety concerns for students.**
- **Drivers who do not arrive in time for normal dismissal procedure will need to come to the school building at Door #7 to pick up students from After School Care (ASC). Parents who arrive after 3:30 may be charged the daily ASC fee.**
- **If there is a change in your children's dismissal plans, please contact the school office and we will let your children know. Drivers should not text children of a change in plans, because students will not be allowed to have their phones out during dismissal.**

Children should...

- *...not walk through the parking lot unless supervised by an adult.*
- *...listen to the teachers and watch for their car to arrive in the pick-up area.*
- *...stay with their carpool.*
- *...not play, do homework, or use their phones during pick up.*

All students leaving by car are expected to be picked up in the back parking lot of the school through our normal dismissal procedure. Students will not be permitted to be picked up by car from an alternate location.

Parents of Kindergarteners and new students may leave their vehicles and wait for their children around the first median to help them find their way to your vehicle.

It is helpful for parents of our older/more experienced students to wait in or near your vehicles. Teachers will be present to help them find you if they need help. This makes our dismissal procedure run more efficiently and safely.

Students will bring home a name card on the first day of school with your family last name. Please place that card on the dashboard of your vehicle during pick up. This will help teachers locate cars more easily as we work to assist students getting to their rides home.