**Student Drop Off and Pick Up Procedures**

**Student Pick Up & Drop Off**

* Parents dropping their children off will have two location choices: the drop off zone in the Staff Parking Lot and behind the Parish Center.
* When dropping off in the Staff Parking Lot in the morning please pull up along the sidewalk to drop off your child/children and please drive slowly through the lot.
* Bus drop off is located on West Street.
* If you are picking up your child, please be sure to discuss beforehand with them your location of choice. We have staff in reflective vests located in the Parish and upper school parking lots to assist.
* If you plan on parking, please do so in a designated spot in the Staff Parking Lot.
* Please do not park in the business parking lot in the Business Lot off of West Street.
* Bus pick up will remain on West Street. Bus pick up takes place on West Street. Bus riders in gr. Kdg, 3-6 exit out of the Kdg. classroom doors & Bus riders gr. 1-2 exit out of the main entrance when their bus # is called.
* The hard surface play area (field level) will not be available for pick-up and will only be used for nightly school events.

**Dismissal Procedure**

         Kindergarten students are dismissed from their classroom door on West Street when the bell rings.

         Students in grades 1 & 2 are dismissed each day out the main entrance on West Street when the bell rings.

         Students in grades 3-6 will be permitted to exit any school door 2-3 minutes after the bell has rung.

         Please be sure to make arrangements with your child(ren) as to where you will meet them after school. Arrangements should also be made if an older sibling is picking up a younger brother/sister. Be sure to let the classroom teacher know about these arrangements.