

## ARRIVAL AND DISMISSAL

### Morning Drop Off

Morning drop-off is between 8:00 and 8:30 a.m. Enter St. John property by way of either St. Joe's Way (off Monroe St.) or Wimert Avenue. In either case, proceed to the driveway near Wimert Ave. and go between the church and the Portico to the back of the school buildings. Stay on the left side of the driveway (no cars will be coming in that direction), to allow room for children to walk safely away from vehicles. **It is important that cars pull all the way down so that the first car in line is at the older school building, with each following car directly behind it. In this way several cars can unload children at the same time, making for a more efficient arrival process.**

After the children are dropped off and away from the cars, that group of cars exits by using the driveway between the old school building and the parish center. If you need to stop into the office to conduct business, please drop your child off first and then come around to the front of the school and **park in the far parking spaces in front of the school.**

**Children may enter the school door nearest their car. Those arriving between 8:00 and 8:15 are to walk to the cafeteria and wait. Those arriving after 8:15 may walk directly to the classroom.**

### Car Dismissal

Car dismissal begins at 3:00 p.m. Early arrival is helpful; however, arrival before 2:45 p.m. is not recommended because of Physical Education classes. **All cars must have a READABLE sign in the window listing all students in your car pool. (Heavy dark letters on an 8x10 poster or paper are ideal.**

Enter St. John property by way of either St. Joe's Way or Wimert Ave. Proceed to the driveway near Wimert Ave. Go between the church and the Portico, then into the first entrance parking lot. Pull all the way down to the first lane. After spaces in the first lane are filled, begin the second lane and so forth. Cars remain stationary until all children are safely in cars and then the entire lane exits one after the other.

Cars exit by going to the far end of the parking lot and back to the way they entered, between the church and the Portico. After all cars in that lane exit, the next lane of children begins to proceed to cars and the process repeats itself.

**No cars should be left unoccupied and all pre-school aged children must remain inside their cars while parents are waiting. Engines should be turned off at arrival to avoid the possibility of a car inadvertently moving.**

The students are to listen for their names to be called and quickly exit to the parking lot. If the lane is ready to dismiss and the children have not come to their cars, it will be necessary for the parent to dismiss with the rest of your lane and then proceed to the front of the school and go inside to have the child paged to the office. **Parents MUST sign the child out at the office.**

Neither parents, students, nor siblings are to enter the building from the car rider area to retrieve missing car pool members or forgotten books or belongings. **If something is forgotten, it will be necessary to go the front of the school to reenter.**

**Please remember that the main purpose of this dismissal system is to keep children safe.**

Do not pre-park your car in the dismissal lane on days you will be returning from a field trip or activity. If your return is delayed, your car becomes an obstacle for others. You may park your car in the front of the school in the far parking spaces.

No child may be picked up anywhere other than the car rider line or front office, unless this has been authorized by the office. This also applies to our safeties.

After your children are in the vehicle, please put your left blinker on to indicate to the dismissal team that you are ready to be dismissed.

Please do not try to back out of your parking space.

At 3:25 all children not yet picked up will be sent to the 7B class room to wait for their ride. All children are expected to be picked up by 3:30pm. If students are repeatedly not picked up by 3:30, parents will be contacted by the school.

**All car riders are expected to use this dismissal plan.** The school recognizes the fact that there are times when a pick-up at the office is necessary. If, on a given day, this does become a **necessity**, please come into the office to give your name and your child will be called **AFTER** the lanes are called. Students MAY NOT leave from the front of the school unless they are accompanied by a parent or a guardian. Children will NOT come to the office unless you are there first. **Dismissing from the office may only be done on an as needed basis and may not become consistent. Please write a note to the principal to explain why this may be needed on a consistent basis.**

For instructional purposes, physical education classes will often be conducted on the parking lot. Because of this, parents are asked not to arrive too early as an abundance of early arrivals could cause a back-up on Monroe Street, which is a safety hazard.