

## **2016-2017 St. Louis Catholic School Dismissal Procedures**

Below are the afternoon pickup procedures this year. We hope that this will make pick-up safer for our children and more efficient for our parents.

Here are the features of our new procedure:

- You may at any time park in either parking lot if you would like. If you wish to park on the school parking lot to wait for dismissal, please park in the spots closest to the school or in the middle section of the parking lot. This will make it easier for you to leave using the Shady Grove exit. If you wish to park in the lot nearest the church office, you must walk to the breezeway to pick up your child. No students will be allowed to walk to a car parked on White Station or the church lot without an adult.
- There is no need to arrive before 3:00(MWThF) and 2:30 on Tuesdays if you wish to drive through the carpool line. If you wait till around 3:10 it will flow faster.
- You can enter only through the north entrance of the parking lot off of White Station.
- The south White Station drive and the Shady Grove driveway will become exits only from 2:30-3:30 PM.
- Pre K and JK parents must park and come in to sign out their children at 2:40 PM (2:10 PM on Tuesday).
- Kindergarten dismissal will be at 2:50 PM (2:20PM on Tuesday).
- Grades 1-8 dismissal will all be at 3:00 PM (2:30PM on Tuesday).
- 7<sup>th</sup>-8<sup>th</sup> grade students will return to their homeroom at the end of the day before they dismiss to the breezeway which means you might want to drive through closer to 3:10 and 2:30 on Tuesdays.
- Students will wait by family at a designated number.
- All pickup locations for students in grades 1-8 will be behind the school.
- Teachers will be stationed at each location to help with pickup.
- Parents must have the last name of the student clearly located in their passenger side windshield. You will be given one sign with the family last name, please make more as needed.
- First through eighth grade students who walk home will report to Mrs. Wynne who will be stationed in the breezeway between the church and the school at dismissal before being allowed to leave campus. (All students who walk home must have a completed permission form on file in the office and with their homeroom teacher.)
- Students who walk home and need to cross either White Station or Shady Grove MUST cross at the intersection with the crossing guard.
- It is important to keep the flow of Traffic moving at all times.
- Make sure that if you drive in the carpool line to pick up that you move up to the closest station to station 1.

NO ONE SHOULD PARK ON SHADY GROVE ON EITHER SIDE OF THE ROAD IN THE SCHOOL SPEED ZONE. THIS BLOCKS THE VIEW OF THOSE EXITING THE PARKING LOT ON SHADY GROVE. NO ONE SHOULD ENTER THE PARKING LOT FROM THE SHADY GROVE DRIVE BETWEEN 2:00-3:30. IT IS GREATLY DISCOURAGED TO PARK ON WHITE STATION TO PICK UP YOUR CHILDREN. IF A PARENT CHOOSES TO DO SO, HE/SHE NEEDS TO WALK TO THE BREEZEWAY TO MEET HIS/HER CHILD TO WALK THEM TO THE CAR. NO STUDENT WILL BE RELEASED TO WALK BY THEMSELVES TO A CAR IN THE WHITE STATION PARKING LOT.

When it is below 32 degrees, students will dismiss from their classrooms. Parents can come in the building at 3:00 to escort their child to the car.