

2020-21 Morning Drop-off & Afternoon Dismissal Pick-up **Updated December 7, 2020**

This year presents new challenges regarding the arrival and departure of our students. With your cooperation, our drop-off and pick-up operation runs safely and efficiently. It is extremely important that you read this document carefully.

Please see the maps in this document for drop-off/pick-up routes and locations.

During morning drop-off and afternoon dismissal:

- We encourage families NOT to carpool with other families.
- Please pull as close to the vehicle in front of you as you safely can.
- Parents/drivers should remain in their cars.
- Drivers should not block our neighbor's driveways or intersections of streets when waiting in line. Before moving forward in line, drivers should make sure they have enough room to advance past a driveway or intersection.
- Depending on their prescribed routes, vehicles exit the school/church area by either turning **right on 5th Street** or going **west on Third Street**.

Morning Drop-off

Either the Parent Pick-up Sign OR the child's name **and** homeroom written in large letters on a piece of paper should be easily visible through your vehicle's windshield. (PreK Families should use their color-coded sheets).



This will help the health screeners work more efficiently.

When vehicles arrive at their prescribed drop-off point, trained school personnel will screen students and take temperatures before children exit their vehicles. The driver and all passengers of the vehicle (except children 2 years old and younger) should wear a cloth face covering at this time. Parents should ensure that their students are equipped with a mask and personal hand sanitizer.

This is the staggered schedule for arrival in the morning:

- 7:30 a.m. for students with last names that begin with A-H
- 7:40 a.m. for students with last names that begin with I-P

- 7:50 a.m. for students with last names that begin with Q-Z

For families with multiple students, children should all go to the drop-off point of the youngest child. However, students in the 6th grade must be dropped off separately at the SLC (Spiritual Life Center).

For 1st-5th graders arriving on 4th Street, drivers should pull over to the curb where an opportunity is visible. Vehicles should not creep along the curb. They should “stop and drop”. Think of it like an airport terminal where you find a spot on the curb. On 4th Street, it may not be possible to bring your car exactly to a spot in front of your child’s homeroom. Especially during busy times, it will be necessary to move further along the front of the school to accommodate more cars. If a drop-off location is one of the 1st - 5th grade homerooms, any of the 1st-5th grade faculty members can screen a family’s child(ren) and direct them to the appropriate 1st-5th grade door.

At the 4th Street and Beech Street intersection, we ask that drivers of 1st-5th graders alternate with cars heading toward school on Beech Street. This will help our traffic pattern to flow more smoothly.

<https://youtu.be/mfIXLhGmiKo>

PK 3 and 4 should follow the route indicated on the traffic map at their arrival times. They may turn north onto Beech Street from Fifth, then turn left into the parking lot. Please drive as close to the entrance to the gym as you can. Please minimize the space you keep between your vehicle and the one in front of you, to maximize the number of cars in the parking lot. If you find the line has reached Beech Street and you would not be able to get your entire vehicle into the lot without your rear bumper hanging into Beech St., please make a loop around the school.

<https://youtu.be/ApV849XZZxs>

Parents of Kindergarteners, 7C and 8B students using Brother Patrick Dr.: Please drive as far as you can on Brother Patrick, with the stairway noted as “Bro Pat 3” as the farthest point possible. Personnel nearest to your vehicle will begin screening your child, and they will be allowed to enter their appointed homeroom door, Bro Pat 1 for Kindergarten and Bro Pat 2 for 8B and 7C. Do not try to pull up directly in front of your child’s homeroom entrance door.

<https://youtu.be/WF XuZcOTomY>

7H and 8H Families:

Please head east on Third Street to get to Beech St. There you will turn right. Your destination is the middle of Beech Street on the school side, where teachers will be giving health screenings. The first person in line should pull up close to the entrance to the teacher parking lot, without blocking it.

If the line extends past Fourth Street, please treat the intersection of Beech and Fourth as a four-way stop.

<https://youtu.be/JvTdH26LtjM>

6th Grade Families:

6th grade students need to be dropped off separately at the Spiritual Life Center. When you arrive, please park in the church parking lot.

Screenings will go in this order:

-----Fifth St.-----

Church		8	9	10	11	12	13	14	grass	grass
Church		1	2	3	4	5	6	7		

We encourage these parents to pull into the spot, so that your car is facing north (toward the SLC). That way, you won't have to drive in reverse. If you are in spots 8-14, when the spot in front of you is cleared, pull forward. If the parking spots are full, proceed to the portico and pull as far forward as close to Fourth Street as you can. Students will be screened in these numbered parking lot spots first.

When you exit the church parking lot, turn right onto Fourth Street. If you are dropping off other children on Brother Patrick or Fourth Street, turn left onto Cemetery, left onto Third Street, left onto Sycamore or Laurel, then left onto Fourth.

Please do not turn right onto Cemetery with the intention of turning left onto Fifth.

If you are dropping off a child at PreK, turn right onto Cemetery, right onto Fifth, right onto Beech, and left into the teacher parking lot.

Afternoon Pick-Up

If your child attends after school, parents will come to the door of the cafeteria, and their child will be called for dismissal. PreK students will dismiss from the PreK backdoor.

Either the Parent Pick-up Sign OR the child's name and homeroom written in large letters on a piece of paper should be easily visible through your vehicle's windshield. (PreK Families should use their color-coded sheets). The driver and all passengers of the vehicle (except children 2 years old and younger) should wear a cloth face covering while school personnel are helping a child enter a vehicle.



Drivers who are picking up 1st-5th grade students at the elementary school dismissal time of 2:55 pm should use Laurel St. to get to Fourth Street and line up in front of the school. The line will extend westward past Brother Patrick Drive. Please do not block the driveways of our neighbors on the south side of Fourth Street. Please do not block Brother Patrick Dr. Drivers who are picking up Kindergarteners on Brother Patrick may safely drive around the traffic parked on Fourth in order to get onto Brother Patrick Drive.

Kindergarten parents will line up on Brother Patrick itself, along with Cedar St. They must come to Bro Pat and/or Cedar from Third Street.

8B and 7C homeroom parents will line up on Third Street at the intersection with Cedar. The first car in line will be facing east (just like before when you were on Fourth St.), by the red fire hydrant. These 8th grade parents must wait until 3 pm to pull away from their waiting location. They will turn right on Cedar, proceed through Fourth onto Brother Patrick.

Instead of picking up students in 7H and 8H on Beech St. where they were dropped off, they will be picked up in the Teacher Parking Lot (TPL) on Fifth Street. Drivers may enter the parking lot at **3 pm**. Please do not enter before 3 pm in order to stay clear of the PreK pick-up. Please use the map's guidance on how to get from Third Street to Beech St. Please do not block Fourth Street and be aware of cars leaving the front of the school on Fourth Street with their first dismissal.

Drivers picking up 6th grade students will use the same parking lot space system at the Spiritual Life Center to dismiss students as we did in drop off. If all the spots are full, please proceed to the portico. Students will be dismissed to cars that are in the parking lot spots first.

Students will be called for dismissal in this order:

-----Fifth St.-----

Church		8	9	10	11	12	13	14	grass	grass
Church		1	2	3	4	5	6	7		

We encourage these parents to pull into the spot, so that your car is facing north (toward the SLC). That way, you won't have to drive in reverse. If you are in spots 8-14, when the spot in front of you is cleared, pull forward. If the parking spots are full, proceed to the portico and pull as far forward as close to Fourth Street as you can. Students will be screened in these numbered parking lot spots first.

When you exit the church parking lot, turn right onto Fourth Street.

Pick-up for families with multiple students:

A spreadsheet noting your pick up times, in order, and locations, is part of this email.

If all of a family's children have the same dismissal time (either 1st or 2nd dismissal), they should all go to the pickup point of the youngest child. The exception is Kindergarten. Kindergarten students with older siblings will be walked to that sibling's homeroom.

PK3 and 4 students should also be picked up separately in the parking lot near the PK exterior door at 2:40 pm. If you have a PreK child and a child in K-8, please pick up the PreK child(ren) at 2:40 pm, turn right onto Fifth Street, turn right onto Laurel, then proceed to where your next child should be picked up (Brother Patrick for Kindergarten, Fourth Street for Grades 1-5, SLC for Grade 6).

If you pick up child(ren) on Fourth Street and do not have another child to pick up at a separate location, please turn left on Beech Street, left on Third Street and exit the church/school area from there.

If a family has K-5 (1st Dismissal) and Middle School students (2nd dismissal), the children will dismiss together at 2nd dismissal at 3:10. Siblings of 6th graders will be walked to the SLC for dismissal.

