

- ***Please make alternate arrangements for younger siblings, as due to safety and liability concerns they may not be with you while you volunteer in classrooms, library, lunch, office or other areas of the school campus where you could come in contact with students and staff.***
- School Administration is responsible for volunteer activities and may terminate services of a volunteer who fails to uphold policies and procedures of the school, parish or Archdiocese.

ANIMALS

Animals should not be brought on campus without prior approval of Administration and the classroom teacher. Animals can pose health and safety issues for students and staff, especially to those who have allergies or may have a fear of animals. This includes before and after school activities, athletic events, and Personal Pick-Up during dismissal. Authorized visiting animals must be on a leash or in a cage and supervised at all times by an adult.

ARRIVAL & DISMISSAL

The carline system provides safe access for student arrival and dismissal. It is important that procedures, traffic flow patterns and reduced speeds on campus be followed.

General Parking Lot Guidelines:

- Directions and requests from staff members or parent volunteers on duty should be followed in a calm and courteous manner.
- It is important that traffic *ENTER* and *EXIT* from designated drives. Vehicles must remain in single file.
- Vehicles should be placed in “park” while unloading or loading students.
- Students should not exit or enter a vehicle until the vehicle has come to a complete stop.
- At no time should students, their body parts or belongings be protruding outside vehicle windows or sunroofs.
- Be alert for walkers, bike riders and other pedestrian traffic on campus.
- Dogs or other animals should remain in vehicles.
- **Per state law, please refrain from cell phone use on campus and adhere to regulations for use of seatbelts and car seats.**

A.M. Arrival Policies

- The first bell rings and the school doors open at 7:40.
- In the interest of safety, **please DO NOT drop off students or allow them to exit your vehicle before 7:40.** Out Beyond the Bell program opens at 6:30 AM for families who need before school care. Please call the school office at 281-296-0300 for Beyond the Bell registration information. In the interest of safety, students dropped off before 7:40 AM will be registered for the Beyond the Bell program. Consequent charges will be billed through FACTS.

- **Students arriving after 8:00 AM will check in at the front desk and be signed in tardy.**
- There are 3 options for arrival: **Carline Drop-off, Park & Walk and Walkers/Bikers.**

Morning Carline Drop-off (PreK3 – 8th Grade)

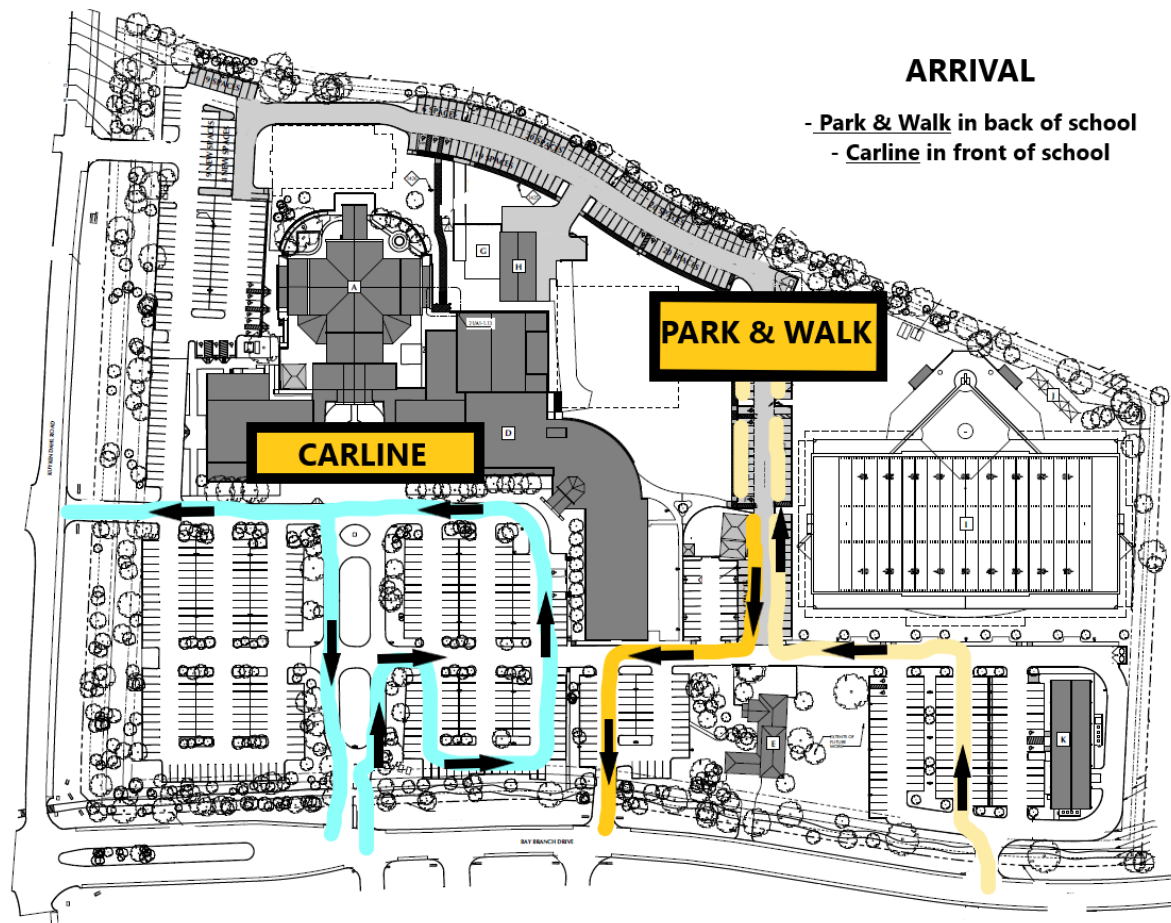
- Carline begins at 7:40 AM.
- All carline vehicles enter through the main entrance on Bay Branch and circle around to the front of the school. Cars will also be staged in the back parking lot, **as needed, to alleviate traffic congestion. (See ARRIVAL diagram below.)**
- Please be sure your child is unbuckled and ready to exit the vehicle when you reach the unloading zone.
- Carline volunteers will be stationed along the unloading zone sidewalk in front of the school. **DO NOT exit your vehicle. Volunteers will assist your students as needed. For safety reasons, students should only exit the vehicle from the passenger side.**
- After dropping off your student, remain in single file and exit campus via **Bay Branch or Kuykendahl.**

Morning Park & Walk (PreK3 – 8th Grade)

- Parents who wish to walk students up to the building in the morning **park in the lot behind the school between the playground and athletic fields and walk students up to the school back doors.**
- Park & Walk vehicles enter campus via Bay Branch by the St. Teresa Center and drive to the parking lot behind the school. **(See ARRIVAL diagram below.)**
- Vehicles will exit campus via the staff parking lot to Bay Branch.
- **Parking lot gates will be closed shortly after the 8:00 AM arrival bell. Please do not congregate in the back parking lot.**

Walkers/Bike Riders (See section below for Walker/Bike Rider guidelines.)

- Students living near campus may walk or bike to school with a permission form signed by a parent. Those students will enter through the school main entrance.



PM Dismissal Policies

- **ALL students (PreK – 8th) will dismiss at 3:30 PM.**
- The first space(s) in carline and personal pick up were purchased at Auction Gala.
- There are 4 options for afternoon dismissal: **Carline Pick up, Personal Pick up, Walker/Biker or Beyond the Bell.** Please **choose one dismissal option** that will serve as the “default” option for your family.
- Any changes to the default dismissal option should be communicated to the classroom teacher and to attendance@ap.school by noon of that day. This allows teachers time to check email and direct your student to the correct dismissal area. Please try to keep dismissal changes to a minimum.
- Whether you pick your student through Carline or Personal Pick up, please have the **current year carline sign or key fob**. **If you do not have the current year’s tag or do not have a tag at all, staff will direct you around the front of the school to the front office for id verification.**
- Students are not allowed to leave with anyone other than their assigned Carpool/Personal Pick up without parent/guardian permission. Any changes should be communicated to the classroom teacher **and** to attendance@ap.school as early in the school day as possible. ***Due to the size of the student body, phone calls to the office for changes should be of an emergency nature and not regular routine.***
- Students will only be released to designees with a current year’s sign or designated as an Emergency Contact in FACTS. **Additional carline signs or key fobs can be purchased through the front office for \$2.**
- Students will not be released to a parent, guardian, or parent designee if school staff believe the person to be impaired (such as inebriated) and therefore, unable to care for the child. Another person from the students’ Emergency Contact list will be called.
- ***Early Release from school should not be scheduled after 3:00, unless there is an emergency.*** We ask that you keep this in mind when planning after school schedules. Our goal is to have students on their way as soon as possible.
- A late charge of \$10 plus \$1 per minute may be billed to parents when students are not picked up on time. In general, one warning is given before charges begin. When Beyond the Bell is an option, students not picked up will go there. Parents will be billed for the registration fee and daily rate.

Afternoon Carline Pick Up

- Carline begins at 3:30 PM. ***Please do not line up prior to 3:00PM to keep our fire lines clear.*** Cars will be directed to pull out to line up in front of the school once the 3:30 dismissal bell rings.
- All carline vehicles enter campus through the **main entrance on Bay Branch** and line up in the parking lot in front of the school. **(See DISMISSAL diagram below.)**

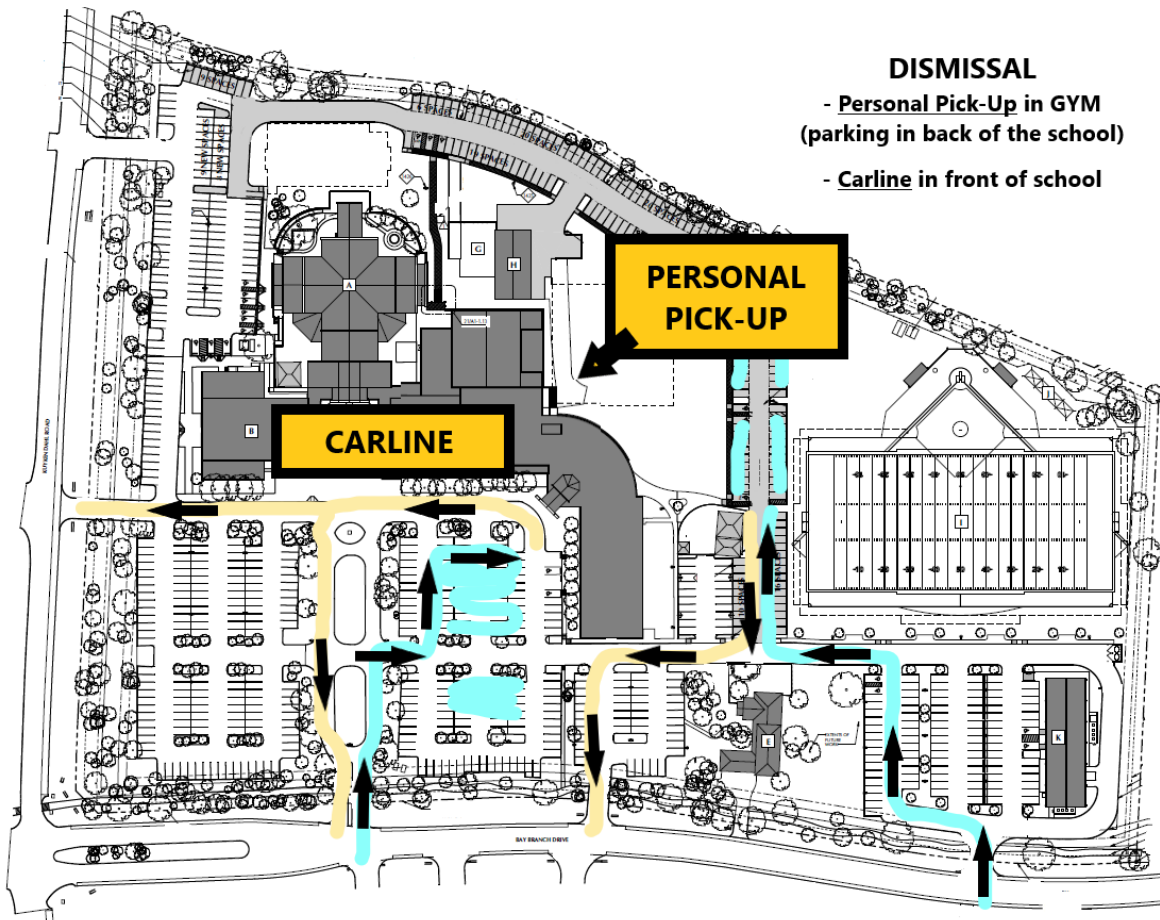
- Volunteers will be present to assist with staging vehicles in the parking lot to feed into the line in front of the school.
- **Your carline sign should remain displayed until your student is loaded into your vehicle.**
- School Staff will be stationed along the loading zone sidewalk from the front of the school entrance to the piazza.
- All carline riders will be dismissed through the school front entrance.
- Remain in vehicles as students are assisted in your car. Students in elementary and middle school load into vehicles without assistance. **For safety reasons, students should only enter vehicles from the passenger side.**
- After carline pick up, vehicles will remain in single file and exit either via the main entrance to Bay Branch or via Kuykendahl.
- Vehicles can pull into the Parish Life Building parking lot to buckle in their students.

Personal Pick Up

- Students who will be picked up through Personal Pick Up will wait in the GYM.
- Parents who use **Personal Pick Up** will **park in the lot behind the school between the playground and athletic fields** and proceed up the sidewalk to the Personal pick up line under the covered walkway. **(See DISMISSAL diagram below.)**
- The **parking lot gates will open no earlier than 3:20** to allow vehicles to park in the back parking lot.
- Parents will provide their carline tag before entering the **perimeter fence gates**. **Staff members will be at the fence gate by the playground and at the fence gate by the Facilities shed to record carline numbers.** Parents can then proceed to the gym. They will file through the gym to pick up their students and exit back through the **left outside doors**.
- **Please refrain from conferencing with teachers and staff during this time.** Once students are picked up through Personal Pick Up, they need to be directly **supervised by a parent/guardian who picked them up.**
- **All parents and students must exit the perimeter fence once dismissal has been completed in order for the gates to be locked.**

Walkers/Bike Riders **(See section below for Walker/Bike Rider guidelines)**

- Students may walk or bike home with a permission form signed by a parent.
- These students will be dismissed through the front office. They must show their walker/bike rider tag at the front desk to be released.



Walker/Bike Guidelines (4th -8th grade)

Students living near the school are allowed to walk/bike to and from campus. If your student will be a walker/bike rider at any time during the school year, complete the Arrival & Dismissal Permission Form and turn it in to the school office. Walker/Bikers will be issued an ID tag to present to front office staff at dismissal for release.

- **Do Not drop off or pick up students along Bay Branch Drive, Kuykendahl or remote areas of campus.**
- Students riding bicycles to school must wear a helmet.
- Students should walk bikes on campus and in parking lots. Students should not ride through carlines.
- Walkers/ Bikers enter and exit the building through the school front doors.
- Students will not be dismissed to walk/bike home if it is raining and/or there is lightning in the area.

Severe Weather-Related Arrival and Dismissal

In the event of severe weather (heavy rain/downpours), lightning or heat advisories (temperatures over 95 degrees or heat index over 100 degrees), the following changes may be made. During severe weather the safety of our students, staff and members of our school community is our primary concern and takes precedence over convenience.

Arrival

- Efforts will be made to notify parents through FACTS parent alert if arrival changes are made due to the weather.
- Parents may park in any available parking spot on campus and are asked to escort students up to building entrances (school front doors, back playground doors door by Fellowship Hall.)
- To address safety concerns, the driveway in front of the school will be blocked off to create a “car-free zone” to allow parents and students to safely walk from the parking lot to the school entrance.
- The door to the hallway by the Fellowship Hall will also be open and manned by school staff those mornings. This will make it easier/closer for those who choose to park in the Parish Life Building parking lot. This alleviates some of the congestion in the front of the school parking lot and is a good parking spot for people coming onto campus from Kuykendahl.

Dismissal

- Efforts will be made to notify parents through FACTS parent alert if dismissal changes are made due to the weather.
- Parents may park in any available parking spot on campus.
- Parents will pick up their PreK3 – 3rd grade students in their classrooms, 4th – 8th grade students from the gym. Please do not come to the front desk to pick up students.
- Upon entering the building, all will be asked to “flash” their current year dismissal tag (key fob or carline tag) to staff stationed at entrances: **Front Doors, Playground Doors, Gym Doors.**
- If you do not have a dismissal tag, you will be directed to the front desk where id will be checked.
- Staff will record carline numbers at **both** classroom doors and gym entrance.