



St. Anthony of Padua
CATHOLIC SCHOOL

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. Directions and requests from staff members or parent volunteers on duty should be followed in a calm and courteous manner. Students enrolled in Beyond the Bell should refer to the Beyond the Bell section for procedures. 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 remain in vehicles until the vehicle comes 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. Our 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 (Pre-K 3-8th Grade)

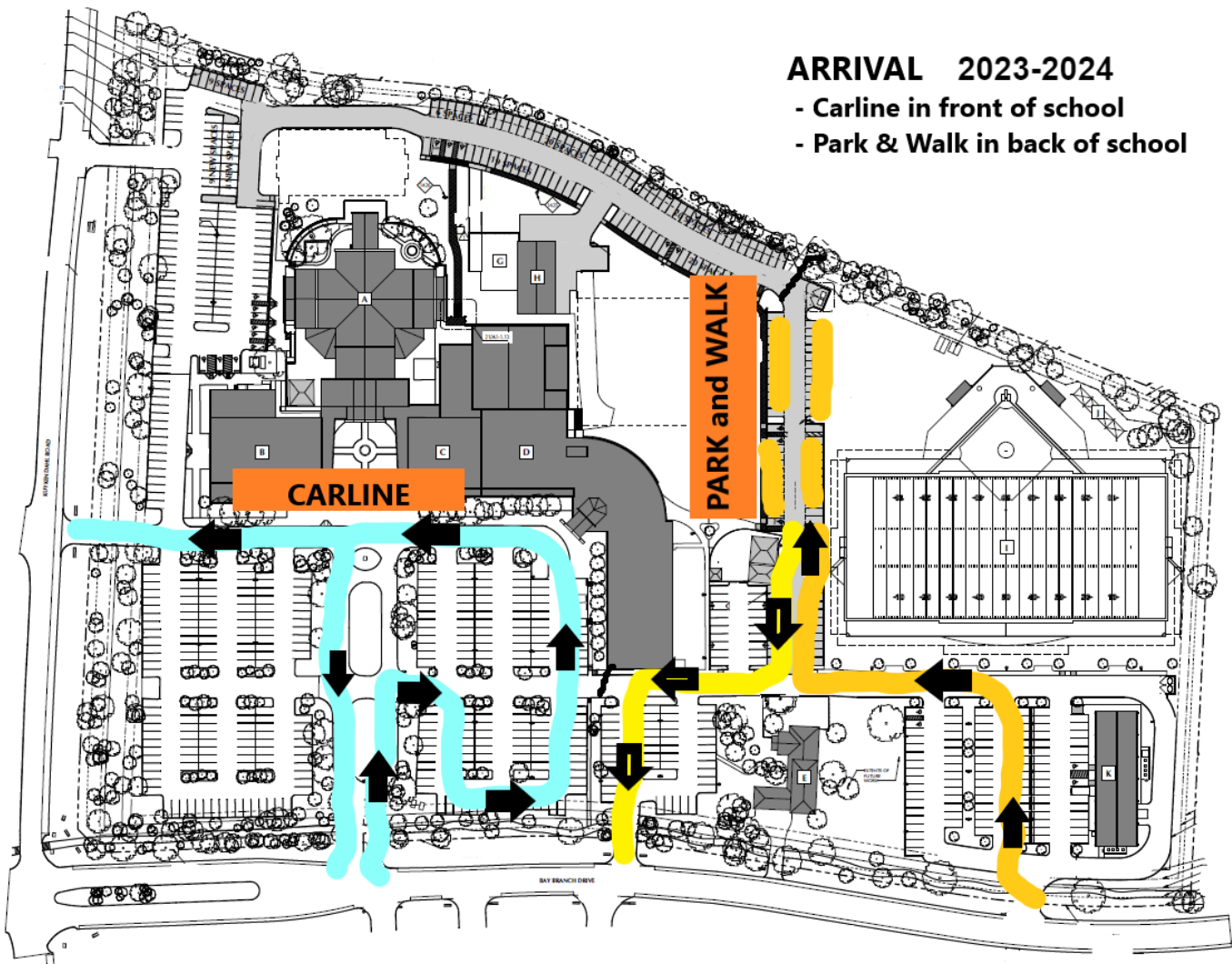
- Carline begins at 7:40 AM.
- All carline vehicles enter through the **main entrance on Bay Branch** and circle around to the front of the school. Cars will also be staged in the back parking lot to alleviate traffic congestion.
- Please be sure your child is unbuckled and ready to exit the vehicle when you reach the unloading zone.
- Carline volunteers will be stationed along the unloading zone sidewalk in front of the school.
- After dropping off your child, remain in single file and exit campus via **Bay Branch or Kuykendahl.**

Morning Park & Walk

- Parents who wish to walk students into the building in the morning park in the lot behind the school between the playground and athletic fields and walk students up to the back school doors.
- Park & Walk vehicles enter campus via Bay Branch by the St. Teresa Center and drive to the parking lot behind the school.
- Vehicles will exit campus via the staff parking lot to Bay Branch.

Walkers/Bike Riders

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



Afternoon Dismissal Policies

- ALL students (Pre-K 3 – 8th) will dismiss at 3:30 PM
- The first space(s) in carline and personal pickup were purchased at Auction Gala 2022.
- There are 3 options for afternoon dismissal: **Carline Pick Up, Personal Pick Up, or Walker/Biker.**
- Please **choose one dismissal option** that will serve as the “default” option for your family.
- Any changes from 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 line. Please try to keep dismissal changes to a minimum.
- Whether you pick up your child(ren) 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 to the front office for id verification.**
- Students are not allowed to leave with anyone other than their assigned Carpool/Personal Pickup without parent/guardian permission. If a change is needed, send a note to your child’s teacher. ***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.*** Any changes should be communicated to the classroom teacher and to attendance@ap.school as early in the school day as possible.
- Students will only be released to designees with a current year’s carline sign or designated as an Emergency Contact in FACTS©. Additional carline signs can be purchased through the front office for \$2.
- Students will not be released to a parent, guardian, or parent designee if school personnel believe the person to be impaired (such as inebriated) and, therefore, unable to care for the child. Another person from the student’s 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 open, students not picked up will go to Beyond the Bell. Parents will be billed for registration fee and daily rate.

Afternoon Carline Pick-Up

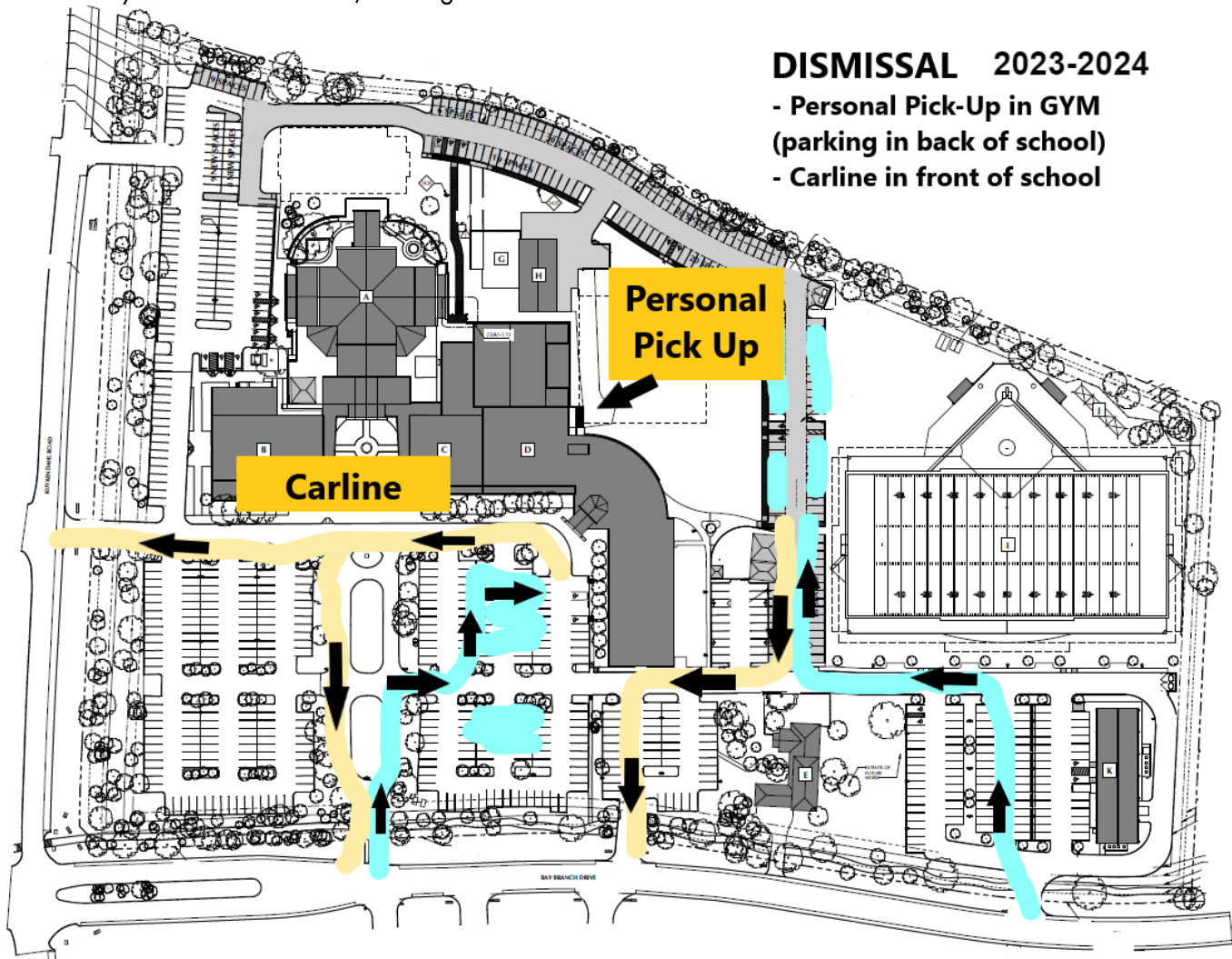
- Carline begins at 3:30 PM. ***Please do not line up prior to 3:00 PM to keep our fire lanes clear.*** Cars will be directed to pull out to line up in front of the school once the 3:30 dismissal bell rings.
- All carline vehicles enter campus **through the main entrance on Bay Branch** and snake around to the front of the school.
- Volunteers will be present to assist with staging vehicles in the parking lot to feed into the line in front of school
- **Your carline sign should remain displayed until your child 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 into vehicles. Students in elementary and middle school load into vehicles without assistance.
- 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 children.

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.
- The gate 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 building via the doors by the gym. They will file through the gym to pick up their students and exit back through the same doors.
- Please refrain from conferencing with teachers and staff during this time. Once students are picked up through Personal Pickup they need to be directly supervised by a parent or adult.

Walkers/Bike Riders

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



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

- In cases of extreme weather, a text alert will be sent. Parents may park in any available parking spot on campus. Parents are asked to escort students into building.

Dismissal

Efforts will be made to notify parents through our parent alert notification system, SchoolMessenger® if dismissal changes are made due to the weather.

- Please do not come to the front office to pick up students.
- Park in any available parking space.
- Based on your family's dismissal option, proceed to the appropriate entrance to collect your student(s).
 - Parents will pick up their PK-3rd grade students in their classrooms, 4th-8th grade students from the gym.
 - A staff member will take carline numbers at the door and parents will file through to collect students

Noon Dismissal

In cases of noon dismissal, the school will follow the severe weather protocols. However, bikers/walkers may follow regular dismissal procedures.

Bicycle Riding (4th grade and older)



Students riding bicycles to school must wear a helmet. Students should walk bikes on campus and in parking lots. Students should not ride through carpool lines. If your child will be a biker at any time during the school year, complete the Arrival & Dismissal Permission Form and turn it in to the school office. A form must be completed for each family who will have a bike rider or walker. The form is available online and at Orientation.

Contact the office if you have questions. Bike riders enter the building through the carline entry doorways. At dismissal, elementary students are dismissed through front office. Bike riders will be issued an ID tag to present to school staff at dismissal for release. Students will not be dismissed to ride home if it is raining and/or there is lightning in the area.

Walking to School (4th grade and older)

Students living near the school are allowed to walk to and from campus. Do not drop off or pick up students along Bay Branch Drive, Kuykendahl or remote areas of campus. If your child will be a walker at any time during the school year, complete the Arrival & Dismissal Permission Form and turn it in to the school office. A form must be completed for each family who will have a bike rider or walker. The form is available online and at Orientation.

Contact the office if you have questions. Walkers enter and exit the building through the main entrance. Walkers will be issued an ID tag to present to school staff at

dismissal for release. Students will not be dismissed to walk home if it is raining and/or there is lightning in the area.

Leaving School Early

Early dismissal of students is discouraged and should be kept to a minimum in order to maximize instructional time. Instruction continues until 3:30 for all students. Please make efforts to schedule medical and dental appointments after school hours or during school holidays. These dismissals should occur before 3:00 PM.

When necessary, students may be picked up early through the school office. Parents should e-mail the homeroom teacher and copy attendance@ap.school stating the time they wish to pick up their child. When a student arrives at school with a note, the student should give it to the school office personnel. An early release sticker will be issued. The student will be sent to the office by the teacher at the time stated on the early release sticker. Students waiting for longer than 15 minutes to be picked up will be sent back to the classroom for instruction. Parents/guardians must come to the office to sign the child out of school. Students who return to school the same day must be signed back in through the school office.

In keeping with Archdiocesan policy, the start time of weekly or regular after school activities must be scheduled so that students are present for the entire instructional day. This includes after school tutoring and speech therapy.

Campus Security

The safety and security of our campus is always a priority. Access into the school building during school hours is through the main entrance which is monitored. Other entrances including those into the Bishop Sheltz Fellowship Hall are locked for the safety and security of our students, staff and visitors. Public access to the school building is restricted to the office lobby. The office staff provides necessary assistance to visitors. All visitors, including school parents are required to check in through the school office and show valid picture identification. Visitors approved to enter the building are issued nametags that must be worn while on campus including Bishop Sheltz Fellowship Hall for lunch. Administration reserves the right to deny access to unauthorized visitors. Security cameras cover building entrances, interior hallways and stairwells providing 24 hour recording surveillance. School and parish administrative personnel have access to the recorded information. The playground is reserved for school and the Beyond the Bell program use during hours of operation from 6:30 AM to 6:30 PM. A comprehensive Crisis Management Plan is in place to handle campus security issues and emergencies. For more information on the school's safety protocols, please see Appendix E.



Emergency School Closing

When it becomes necessary to close due to inclement weather or other circumstances, the school's parent alert notification system (SchoolMessenger®) and social