

### **Car Walk**

All morning drop-off and afternoon pick-up will be in the same location for BOTH out-of-town and in-town students.

The area for morning drop-off and afternoon pick-up is the parking lot area behind the church and by the side staircase of the Gathering Hall.

At no time throughout the day should cars pull up to the school doors to drop off or pick up students. For students arriving or dismissing at times other than our posted arrival and dismissal times, please park your car and walk to the main school entrance to pick up your student or to drop them off. Children arriving late or being picked up early should always be accompanied by an adult to and from the car.

#### **FOR DROP-OFF in the MORNING:**

- Cars enter the parking lot through the middle entrance, closer to the church.
- Go to the right then make a quick left and down the aisle between the parking lanes on the side of the church
- Cars should then proceed to the area by the stairs nearest the soccer field
- Please refer to the car walk map included in this newsletter
- We would like 4 cars to pull up and drop off at one time. This is for cars where students can easily exit on their own and parents remain in the car.
- **If your child needs assistance getting out of the car and gathering their belongings, and parents need to exit the car to help:**
  - We ask that instead of being in the line of 4 cars, that you pull up, parallel to the soccer field
  - Help your child out of the car, collect their belongings
  - Then walk them safely to the stairs, using the area between your car and the field to keep everyone safe
- Cars exit by Parish Rectory during drop-off and pick-up.

#### **FOR PICK-UP:**

- During afternoon pick-up; cars will line up beginning with a lane closest to the soccer field, facing away from the school and towards the Knights of Columbus building.
- This will allow cars to safely enter and exit without any crossing of traffic.
- During pick-up, should this area become full, we will stage a waiting area in the lot directly in front of the Gathering Hall (to the side of the church).
  - These overflow lanes will remain, until the main pick-up lot has been emptied. We will then move the overflow rows to the main pick-up lot and continue to dismiss students.
- Parents are asked to remain in their cars at all times.

- At no time will a student be walked to a car that is parked elsewhere on the campus.
- There is absolutely NO PARKING allowed behind the church during dismissal time. If you need to go into the school, you should park in the lot across from the front entrance of the school.
- All cars must have their family name placard clearly displayed in the front windshield on the driver's side of the car. Placards are provided by the school at the start of school.
- Driver will be asked to sign-out the child(ren) they are picking up. If the driver is not the person, who regularly picks up the child(ren); they will be asked to show their Driver's License.
- Two most important protocols during drop-off and pick-up are:
  - If children are moving, cars are not AND
  - Buses have the right of way.
- Drivers are asked to pay close attention during the car/walk process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the staff on duty.