

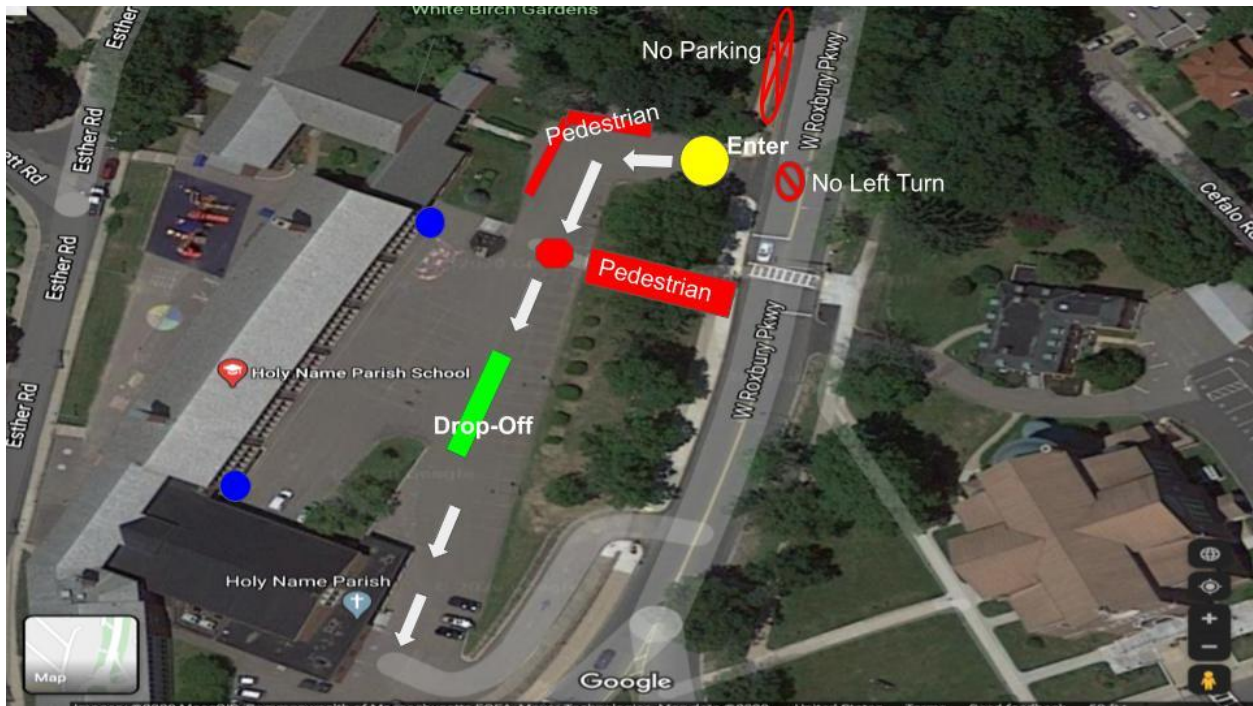


## Holy Name Parish School Arrival and Dismissal

These procedures will be in effect beginning on **Monday, September 12th**.

### AM Procedure

In the morning, we will use a drive through drop-off. Cars will enter the parking lot from the driveway on the West Roxbury Parkway across from the rectory. Please refer to the diagram below for reference and traffic flow. While there will be designated pedestrian zones, we encourage families to use the drive thru drop-off.



### AM Procedure Notes

- Drop-off will begin at 7:40 am and end at 7:55 am.
- If you are the first car in line, please do not pull into the parking lot until a staff member waves you in.

- Please enter by turning right from the West Roxbury Parkway into the parking lot. **There is no left turn into the parking lot entrance.**
- When waiting to enter the parking lot, please pull to the curb on the West Roxbury Parkway and put your flashers on to allow non-Holy Name traffic to continue to flow.
- Please do not block any of our neighbor's driveways.
- When entering the parking lot, please follow the directions of the staff member in the crosswalk.
- After you are safely waved through the crosswalk, please pull **up to the farthest cone** or car in front of you. We will unload 4 or 5 cars at a time.
- Children should exit the car on the passenger side.
- Please follow the flow of traffic when exiting and do not pull around a car stopped in front of you.
- Please do not leave your car unattended in the car line.
- There is no parking allowed on the West Roxbury Parkway between the school's parking lot entrance and Church Street during morning drop-off.
- If you are walking your child onto campus for drop-off, please use the designated walk zones. Please do not walk in the traffic pattern or send your children through the car line.

### **PM Procedure**

There is no afternoon car line. Parents or authorized pick-ups can walk into the school yard to pick children up. Students will be lined up with their classroom teachers in front of the school between the flagpole and playground. Afternoon dismissal is staggered by grade level. Teachers will release students to their parents/guardians one-by-one. Please do not call students from the line.

Nursery, K1, and K2 will be dismissed at 2:25 pm.

1st, 2nd, and 3rd Grades will be dismissed at 2:30 pm.

4th, 5th, and 6th Grades will be dismissed at 2:35 pm.