

ARRIVAL: From 8:20 – 8:25 a.m. Tardy at 8:30 a.m., all students must be seated in their homeroom.

- **Do not drop off early.** Enter via the Michigan Avenue entrance; turn right into the parking lot.
- Proceed to the student drop-off area (see map below), children exit via the right side of the car and report directly to their classrooms.
- **Exit via the Michigan Avenue gate and turn right only onto Michigan Avenue.**
- Please only park in parking lot, we need to keep the line moving.
- **Please keep the circular driveway clear (for our seniors and handicap) for the 9:00 a.m. Mass.**
- **No Parking allowed in the Howe-Peterson parking lot; please use Howe-Peterson's auxiliary lot located on the corner of Howe and Garrison Streets.**
- **Do not drop-off students in the bus lane on Garrison.**

DISMISSAL:

- For K- 5th grade dismissal will be at 3:40 (Preschool dismissal is at 3:30)
 - Enter via the Michigan Avenue entrance.
 - Turn right into the parking lot and park your car in marked spaces. (Do not park in lane near playground).
 - For grades K – 5 please pick-up your child/ren from their teacher in the student pick-up area.
 - Once you have picked up your child/ren, exit out via the **Michigan Avenue gate and turn right only.**
 - Due to the limited amount of parking spaces please leave immediately after picking up your child to free up parking spaces.
- For 6th - 8th and younger siblings of 6th - 8th graders dismissal will be at 3:45
 - Pickup will be at the front of the school on Garrison.
 - Pickup your child/ren on the south side of Garrison. Pickup line will begin in front of the Frog Field area.
 - Students will wait in front of the school. Parents are to turn on to Garrison St. from Haigh St. and line up along Garrison St. Parents are not to park along Garrison and u- turns are not allowed.
 - Parents wishing to park may park in the Howe- Peterson auxiliary lot and are asked to walk to the front of the school and escort their students to their vehicle.
- **No parking is allowed in the Howe-Peterson parking lot.**
- **Do not pick-up in the circle drive.**

PLEASE...

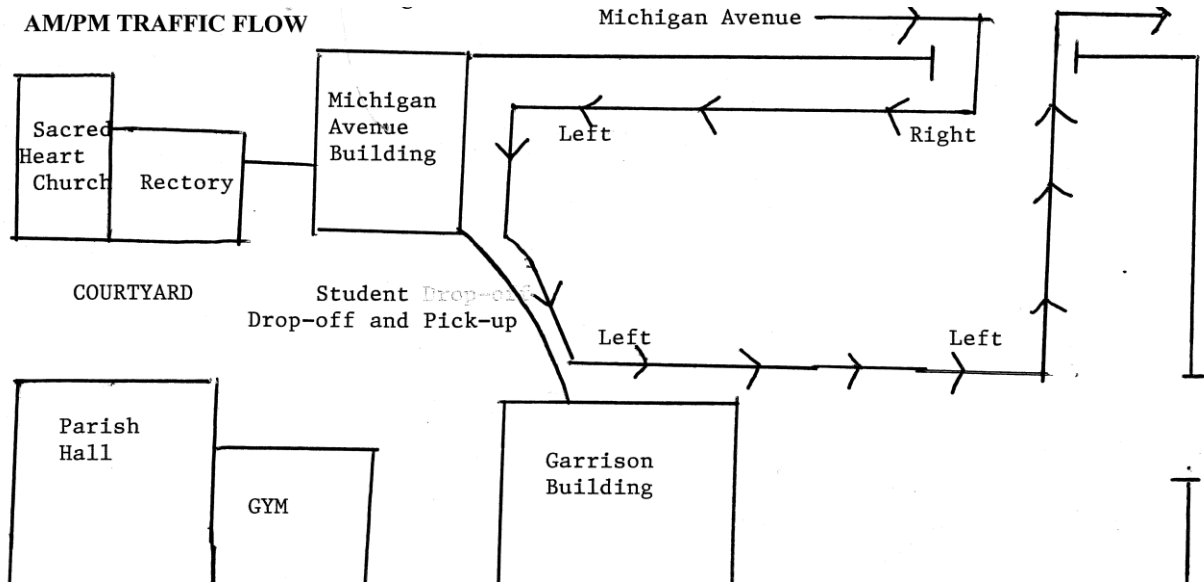
- **For your safety DO NOT** make a left from Michigan Avenue into the Sacred Heart parking lot.
- **For your safety DO NOT** make a left onto Michigan Avenue when leaving through the Michigan Avenue gate.
- **For the safety of our children, no children are to be playing on the play structure during dismissal.**
- Remember to park in designated areas only. (Do not park in lane near playground).
- Remember to follow the traffic flow. **Courtesy, patience, and safety are always a plus in parking situations.**

REMEMBER:

- **The parking lot is closed each school day from 11:40 a.m. until 1:00 p.m. for recess.**
- Students or younger siblings are not allowed to play or to be on the playground before school or at dismissal.
- Please note these procedures may change. Parents will receive prior notification of any changes.
- **Students are not allowed to use cell phones or any technology device to contact others while on school grounds or at school from 8:00 am – 4:00 p.m. or if attending Champions (latchkey) unless given permission.**

PLEASE SEE REVERSE SIDE FOR DISMISSAL DIAGRAMS

DISMISSAL DIAGRAM FOR GRADES PRESCHOOL – 5



DISMISSAL DIAGRAM FOR GRADES 6 – 8 AND SIBLINGS OF GRADES 6 - 8

