

DROP OFF/PICK UP PROCEDURES

Morning Drop Off

South(Upper) Lot off Elizabeth:

DROP OFF FOR ALL FAMILIES.

- Families will enter the **SOUTH LOT** off Elizabeth and use the drive-through behind the rectory to drop off children.
- Students will enter through Door A and **walk down to the cafe for supervision.**
- Families will pull up to the first orange cone and **remain in the car.**
- **PreK families drop off preschool students at Door C because preschool students do not go to the cafe.**
- **Siblings of preschool students are dropped off at Door A.**

Afternoon Pick Up

Pick up Grades 5-8

- Families will enter and exit through the top lot by the Parish Office.
- For pick-up, all vehicles will enter the top lot (located between the Parish Office and the white residential house).
- Families can also park on Elizabeth and walk up to the 5-8 dismissal area.
- **Students MAY NOT cross Elizabeth without an adult!** This is a safety issue.

Pick up Grades PreK-4

- Families will access the bottom lot from Chambers Road.
- Parents can stay in the car or walk up the stairs to meet the children. Once the classes are released, children will walk down to meet their ride.
- **Please note that when students arrive on the lot, no vehicles are allowed to enter or exit for safety reasons.**
- **Families will exit the lot with directions from the assigned staff.**
- **All vehicles must exit the lot by turning right down Millman Drive.**

If families arrive after the Millman gate is closed, parents must park and walk up the steps to pick up children. We will not send students down the steps once we open the gate and cars are moving.

At dismissal, all students will be escorted to the designated parking areas for parent pickup. Students who have not been picked up by 3:10 will be sent to the front office, and a parent/guardian will be contacted. If the student is not picked up by 3:20, they will be sent to aftercare and the parent will be charged a daily fee through FACTS.