

Morning Drop Off Procedure K-8th Grade

Enter through the large (**Upper**) lot off of Elizabeth Avenue. Circle behind the parish offices and rectory to the student drop-off point. The children will enter the school through the main entrance. (Door A) Exit onto Elizabeth Avenue.

Dismissal Procedure

PreK-3rd Grade

If you have a student in these grades, please park in the small (**Lower**) lot off Millman Drive. Back into a parking spot or pull into the middle row facing the soccer field. **If the lot has already closed, please park on Millman and walk up the school steps to get your child. Children WILL not be released to Millman Rd for safety.**

All students, PreK-3, will be released through this lot. If your child has older siblings in grades 4-8, have the older children walk down to the bottom lot for pick-up.

PreK parents should walk up to the middle lot to meet their children and accompany them to their car.

Children **will not** be allowed to walk down the steps until a teacher has closed the lot at Millman Drive. When the lot is closed, K-3 children will then walk down to their parents. Teachers will release vehicles after all children have descended the steps and are in cars. Please **do not** leave the parking lot until the teacher has dismissed your row.

4th-8th Grade

If a student has a PreK-3rd grade sibling, they should walk down the steps to the lower lot for dismissal.

All other students, 4th-8th, will be released through the large (Upper) lot off Elizabeth Avenue. Do not pick up your child from the main door area.

Please back into a parking spot and remain in your vehicle. If the lot is closed, you must park on Elizabeth Avenue and walk over to **pick up your child from the upper lot.**

Please note, if you park on the west side of Elizabeth, you must accompany your child across the street or he/she will cross over at Darst Rd with a teacher.

Walkers

Walkers will meet under the tree at the entrance of the upper lot. A teacher will walk students across Darst Road and/ or Elizabeth. **Students are not allowed to cross these streets unaccompanied. Your children's safety is our top priority during these time**