

Arrival and Dismissal Procedures

Please read carefully as these procedures will help facilitate morning arrival and after school pick-ups.

Electronic Gates

The electronic gates on Whitley and North Tarrant are programmed to open at 7:25 a.m. and close at 8:00 a.m. They will also reopen at 3:00 p.m. and close at 3:45 p.m. If you come to school before or after these times, you may only enter from Willis Lane.

Please note: Cars entering from Whitley Road have the option to use the North or South parking lot for drop-off (see map for details). The North Door entrance is for STUDENTS ONLY. The doors will be open from 7:30 – 7:55 a.m. The doors will automatically lock at 7:55 a.m. Faculty and staff will monitor this entrance.

Arrival

School is in session from 8:00 a.m. to 3:15 p.m. Doors open at 7:30 a.m. Students will be dropped off at the South Door or the North Door. Students in grades PK-3 will be supervised in Room 106 and students in grades 4/5 will go to Room 215, students in grades 6-8 will go to Room 216.

Extended Day will meet in the Parish Hall. Extended Day Parents, please use South parking lot entrance.

If your child needs assistance getting out of the car or you must open your trunk to get out book bags, YOU need to park in the Park and Walk section on the West parking lot. Children should get out of your car from the **passenger side only. This is a safety issue.**

Park and Walk

If you want to walk your child/children to their class, please park on the far West parking lot by the basketball hoops. There will be a coned-off area to be used as a walkway.

PK 3 / PK 4 Year Olds - Arrival and Dismissal

All children **will enter** using the Church and School Office doors. Children will be dismissed at the East Door (Circular drive) **if** they do not have an older sibling in school. Parents are asked to make a name tag for their cars and attach them to their sun-visor.

Kindergarten – 5th Grade Dismissal

At 3:10 students in the Express Car line will be dismissed. Students in grades K-5th **with no siblings and are not part of a car-pool** will be classified as **Express Line**. Parents will be issued an Express Line permit the day of Orientation. Express Line will be a moving car line; therefore car permits must be visible to the teachers. When the Express line is finished, students with siblings will be dismissed. Parents will be assigned a parking area based upon their oldest child's grade level. **Do not pick up your student from the steps.** Students will be directed to their assigned areas by their teachers. **When all children are safely in their cars, traffic flow will begin.** No one will leave the parking lot until they have been signaled by the traffic moderator. **We are all responsible for the safety of our children!**

Effective 12/8/08. 5th Grade Express students will be dismissed with the 6-8th Grade Express students.

6th – 8th Grade Dismissal

At 3:10 students in the Express Car line will be dismissed. Students in grades 5-8th **with no siblings and are not in a car-pool** will be classified as **Express Line**. Parents in the Express Line – please stay to the right of the cones. Parents with siblings or who are in car-pools please stay to the left of the cones. Students in the Express Car line will have a designated pick up section. When the Express line is finished, students with siblings will be dismissed. **Parents, do not cut across the grassy field to pick up your students.** At 3:15 students will be directed to their assigned areas by their teachers. **Once the students are released to go to their cars, all traffic will cease until students are safely in their cars.**

Late Dismissal

If you arrive at school late, you will pick up your student/s at the Church and School Office. Students remaining after 3:45 will be sent to Extended Day.

Special Needs/Appointments

If you have an appointment that requires an early dismissal, please pickup **by 3:00 p.m.** Park on the South parking lot and use the Church and School Office door entrance. Make sure you call in advance so we can have your child/children ready for dismissal. Failure to follow these procedures may detain you.

Rainy Day Dismissal

Parents will pick up their child/children from their classroom. **The Church and School office doors will not be a point of entry. The noise level in the office foyer makes it extremely difficult to carry on business.** The South and North doors will open at 3:15 when the dismissal bell rings. **PK students will follow the regular dismissal procedure.** A **RED FLAG** will be posted at 3:00 p.m. to indicate a Rainy Day Dismissal.

Please remember: All assigned areas for regular dismissal will be designated by oldest child in school. (Please refer to map #3)

NOTICE!

Cell phones may not be in use while your car is in DRIVE!