

# Pick Up and Drop Off Procedures

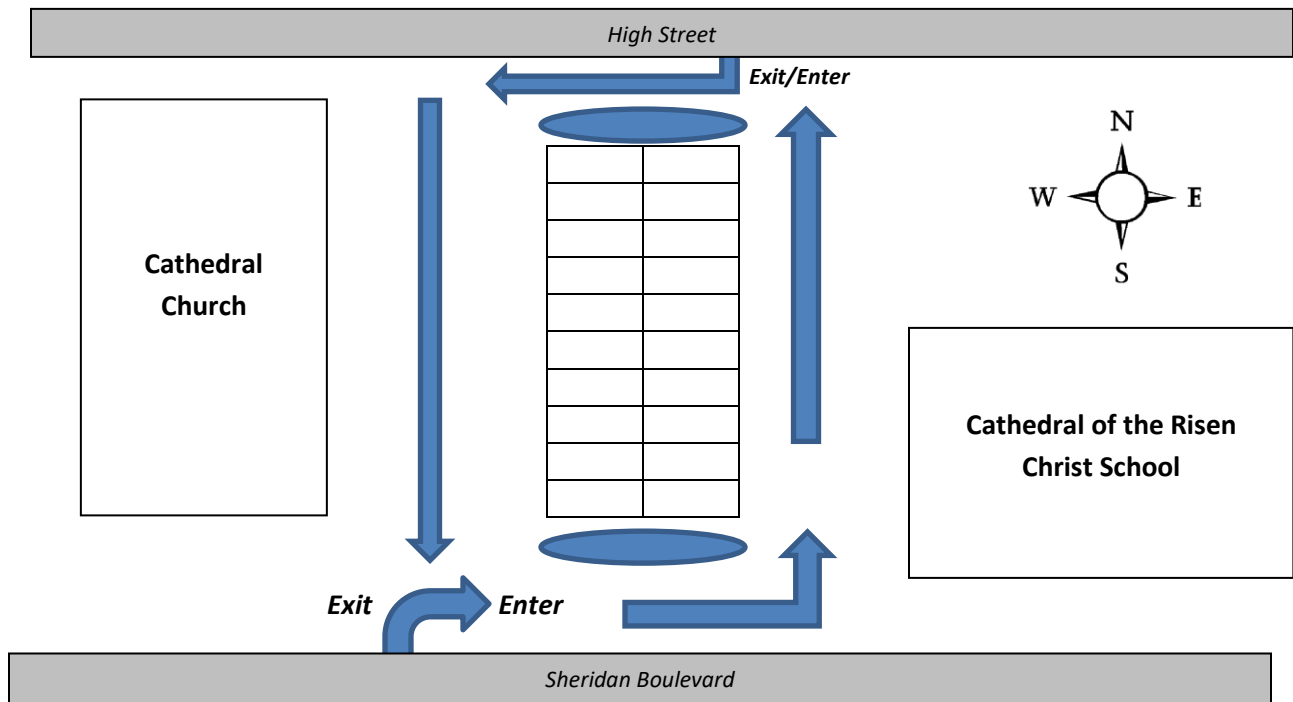
## Drop Off Procedure

1. Students should be dropped off no earlier than 7:50am to start the school day.
2. School doors open at 7:55am
3. Be courteous of others: do not park in traffic flow (east side's circle drive included)
4. Parents are discouraged from entering the building and walking their children to class unless there are extenuating circumstances. See #5...
5. If a child must be walked to their classroom by a guardian, the guardian must park in the either the west lot or the John XXIII Diocesan Center parking lot. Be sure to cross major streets at a crosswalk (parking is NOT allowed in the circle drive).

The following traffic pattern should be used in the west lot for drop off...

*-Flow is counter-clockwise.*

*-7:30am Mass participants park between the islands; should be parked to pull out (rather than back out of stall)*



## Pick Up Procedure

1. Grades K-3 will always dismiss five minutes prior to the prior to the posted time. Example: If there is a 1:20pm dismissal, the listed grades release at 1:15pm.
2. Below is a chart detailing where each grade will exit the building. At the bottom is an aerial map of pickup locations. Please note that the circle drive will be inaccessible until roughly 3:40pm.

GRADES	STUDENT EXIT	PARENT INSTRUCTIONS
KA and KB	Front/Main East Exit (Door 1)	The circle drive will be closed. Please park along 37 <sup>th</sup> Street or use John XXIII Diocesan Center (see #3 below). Teachers will accompany students.
1A and 1B Preschool	East Gym Door Exit (Door 6)	Please stop along 37 <sup>th</sup> Street or use Blessed John XXIII (see #3 below). Teachers will accompany students.
2A and 2B	Northeast Gym Door Exit (Door 5)	Please park on High Street. Teachers will accompany students.
3A and 3B	Front/Main East Exit (Door 2)	Please pick up students using the flow of traffic in the west lot, or by simply parking in a stall and walking to your child.

3. Any parent may elect to use the John XXII Diocesan Center parking lot to wait for a break to pick up your child. However, you may NOT wave or instruct children across 37<sup>th</sup> Street. Should you park across any street you MUST use a crosswalk, walk to your child, and then return to your car via crosswalk. No exceptions: our students will not be crossing busy streets without an adult.
4. Many families have multiple children, and may have children in K-3 as well as 4-8. These families do have the option of picking up both children on Sheridan and/or the west lot. However, there is plenty of time to pick up your younger student at the designated locations and make your way to the Sheridan or west lot if so desired.

*Please pass this information along to others who may pick up your child when you are unable.*

**Families who have business to attend to in the school at the end of the school day should either...**

- Wait until after 3:40 and park in the circle drive.
- Park their vehicle in the west lot and walk into the school.