

## Drop off & Pick Up Procedures

### **MORNING DROP OFF**

Students may be dropped off in the two designated areas only. All other doors will be locked. We ask that all families follow these guidelines to ensure the safety of our students.

The first designated location is the front door on the East Entrance of the school on Mission Road. This is for drop off only. **This is a no parking zone during drop off times from 7:30-8:10 a.m.** As a courtesy to fellow families, we ask that you do not park on Mission Road during drop off. We ask that parents who need to drop off materials, who have an appointment with a teacher, or who would like to escort their child into the building, park in the south parking lot and walk your child through the front doors in the morning.

The second location will be on the West side of the building in the “U” at the Father Condon Hall entrance. This is a one way only zone. Entrance to the school parking lot will be the 53<sup>rd</sup> Street entrance by the Convent. We ask that parents follow the arrows painted on the parking lot. Once you reach the alley by the “U” area, there will be a single lane of traffic with a teacher directing traffic each morning. Six cars will be able to drop off at a time. Vehicles will have students exit on the passenger’s side only. After all six vehicles have dropped off their students, these vehicles be permitted to exit. **Students who arrive after 8:00 a.m. may only be dropped off at the front entrance. The doors in the “U” entrance will be locked. Students who arrive after 8:15 a.m. must be signed in by a parent or guardian.**

### **AFTER SCHOOL PICK UP.**

#### **RELEASE OF STUDENTS**

Students will be released to parents or guardians only. If alternate arrangements for pick up have been made for the day, please call or send a note to the office, so we are made aware of whom your child is to go home with on a particular day. Please make sure to inform the office who has authorization to pick up your child.

### **PRESCHOOL**

Preschool students are dismissed at 11:00 a.m. They will be picked up by a parent or guardian in front of the school by the double doors that are located in the older part of the building.

### **PRE-K – 1<sup>ST</sup> GRADE STUDENTS & CARPOOLS PICK UP AT 3:15 P.M.**

Parents or Carpools, who have a child in grades Pre-Kindergarten, Kindergarten, and 1<sup>st</sup> Grade will pick up their child, siblings, and all children in their carpool in the south parking lot between the church and the school. Children will use the crosswalk to cross to the sidewalk to the church. They will then wait on the sidewalk for their parent’s car to pull up to the pick up zone. Parents will enter the east parking lot on the north side from Mission Road (closest to the school) and follow the arrows and cones in a single file. Please have your family nameplate in your car so teachers can see which children to load. We will load 5 cars at a time. When all 5 cars are loaded, you will then be allowed

to exit through the west side of the parking lot to Mission Road (closest to the church), and the next cars will pull forward. If your child is delayed in the school building and is not ready for pick up when your vehicle is in the designated pick up zone, you will be directed to pull into the circle area in front of the church as to not delay traffic. We ask that you do not park in the parking lot and walk to pick up your child. The line moves very quickly when we all follow the procedures.

### **2<sup>ND</sup> – 8<sup>TH</sup> GRADE STUDENTS PICK UP AT 3:15 P.M.**

Students in grades 2<sup>nd</sup> – 8<sup>th</sup> will be picked up on the West side of the building in the “U” at the Father Condon Hall entrance. This is a one way only zone. Entrance to the school parking lot will be the 53<sup>rd</sup> Street entrance by the Convent. There will be a double line of traffic from the entrance to the pick up zone. Please have your family nameplate in your cars so teachers can see which children to load. Twelve cars will be able to pick up at one time. There will be 6 rows with two cars in each row. Vehicles in the right lane will have students load on the passenger’s side. Vehicles in the left lane will have students load on the driver’s side. These students will walk in front of the rows to cross in the crosswalk. Only after all twelve vehicles have loaded their students, will these vehicles be permitted to exit. The next 12 vehicles will then move forward, and pick up will continue until all vehicles have loaded. We ask that you do not park in the parking lot and walk to pick up your child. The line moves very quickly when we all follow the procedures.

Parents should feel free to visit with other parents in the parking lot. However, at the 3:15 p.m. dismissal bell we do ask that parents return to their vehicles so that pick up will run as smoothly and quickly as possible. This is to ensure your child’s safety. If your child is delayed in the school building and is not ready for pick up when your vehicle is in the designated pick up zone, you will be directed to pull into the childcare zone as to not delay traffic.

We ask that you do not use pick up time for conferences with teachers. We ask that parents call ahead to schedule a meeting. Teachers will all be working a designated pick up zone. It is essential to our students’ safety that the teachers’ attention is on our students at this time.

Dismissal time is 3:15 p.m. Parents who arrive after 3:30 p.m., will need to pick up their child in front of the school office. This allows us to know where they are and enables us to find them if a parent calls. Please call the school office at **913-262-1686** if you know you will be late or if an alternative arrangement has been made.

### **WALKERS**

All walkers will be called to the music room at the end of the school day. In order to walk home, your child must be on the Walkers’ List. Parents will be asked to sign a walker’s permission slip prior to being allowed to walk home. A teacher will exit with all walkers to ensure that they depart school safely. **Please do not ask your child to meet you on St. Agnes or Bishop Miega School property so to avoid the pick up line.** This causes issues with our dismissal and the Bishop Miega dismissal as well.

