

### Afternoon Pick-Up Procedures

- \*Dismissal is at 3:00 PM (preschool students will be dismissed 10 minutes early).
- \*Parents may enter campus from Buehler Rd. or Rte. 108. Follow route to Lots B & C.
- \*Always obey the directions of the faculty and patrols.
- \*Students who have not been picked up at the end of dismissal will be walked to Extended Day. Parents will be required to pay a \$10 per child late fee for the first 20 minutes. After that time, regular Extended Day fees will apply.
- \*Cars may pick up students at the Church parking lot. Students must be walked by parents/guardians up to the lot.

Park cars facing the school or church.

Park cars facing away from the school. Cars will exit after Lot C is emptied.

Park cars facing toward the school. Cars will exit after Lot C is emptied.

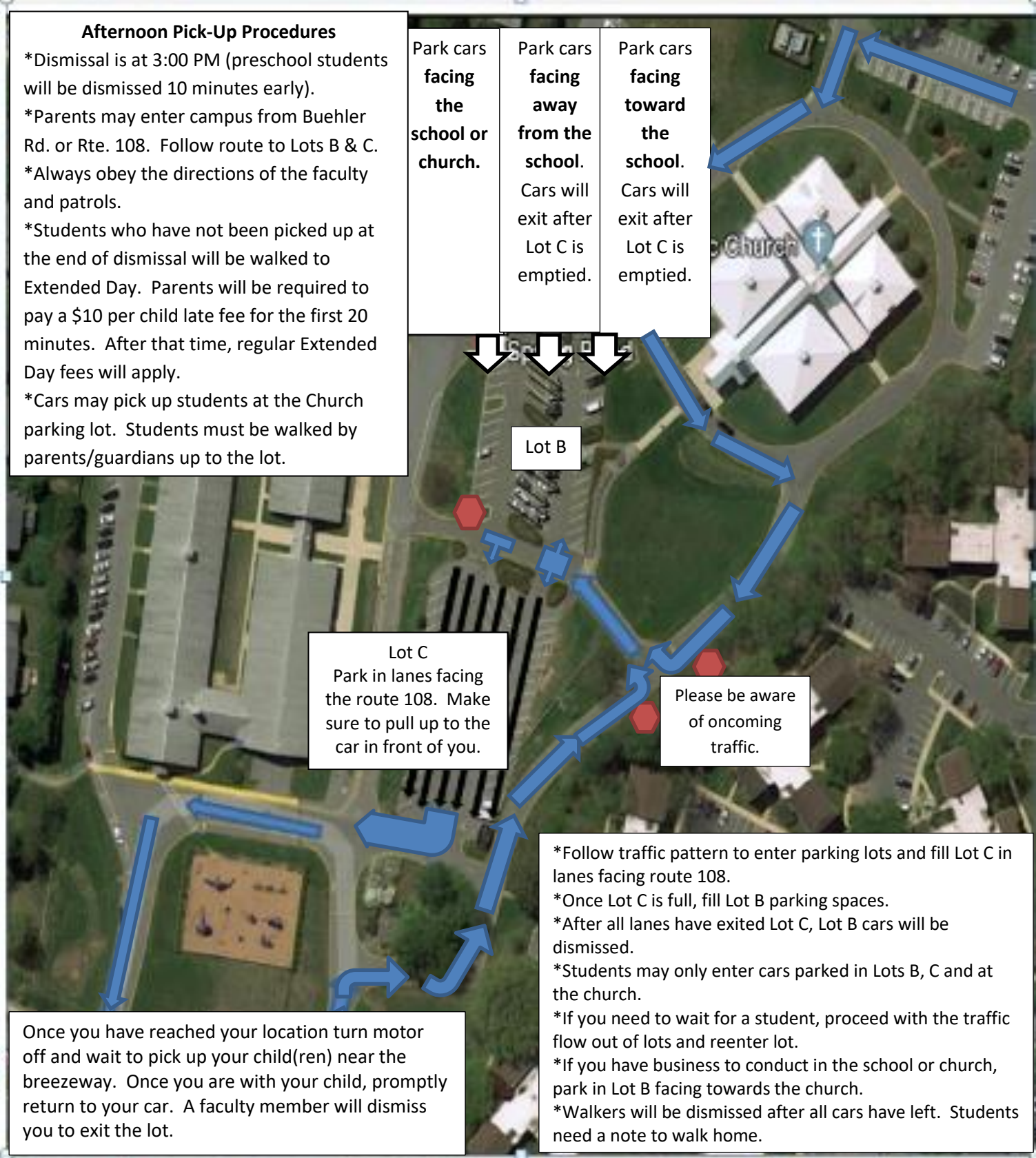
Lot B

Lot C  
Park in lanes facing the route 108. Make sure to pull up to the car in front of you.

Please be aware of oncoming traffic.

- \*Follow traffic pattern to enter parking lots and fill Lot C in lanes facing route 108.
- \*Once Lot C is full, fill Lot B parking spaces.
- \*After all lanes have exited Lot C, Lot B cars will be dismissed.
- \*Students may only enter cars parked in Lots B, C and at the church.
- \*If you need to wait for a student, proceed with the traffic flow out of lots and reenter lot.
- \*If you have business to conduct in the school or church, park in Lot B facing towards the church.
- \*Walkers will be dismissed after all cars have left. Students need a note to walk home.

Once you have reached your location turn motor off and wait to pick up your child(ren) near the breezeway. Once you are with your child, promptly return to your car. A faculty member will dismiss you to exit the lot.





**Morning Drop-Off Procedures  
7:30-7:50 AM**

**After 7:50 AM, students must enter at the front office to receive a tardy slip.**

Students may be dropped off at Extended Care starting at 7:00 AM at a cost of \$5 per student. Enter through Classroom O to the right of the breezeway. See the picture below.

Room O  
Entrance  
for  
before-  
care.

Student  
**Parking**  
Drop-off  
Area  
Lot C

Student "**Kiss  
& Go**" Drop-Off

\*Students at the "Kiss & Go" must exit the car on the school side. A patrol will help students. Parents must remain in the car.  
\*Backpacks must be in the car with students so they do not slow traffic. They may not go into the trunk.  
\*Pull up to the first patrol or car in line.  
\*Do not pull out of line to go around cars unloading children.  
\*For longer "good byes," or walking students to Parish Hall, use the Parking drop-off area, Lot C.

Families using the "Kiss and Go" must exit campus using route 108.

Families using Lot C will exit campus via Buehler

COVID restrictions do not allow for parents to walk their child(ren) into the building. The Rt. 108 entrance may not be used for morning drop-off. Please use Spartan Rd. to Buehler Rd.

