**PLEASE READ!!**

**NEW PSR IMPORANT INFORMATION FOR 2019-2020**

1. WE WILL NOT BE HAVING DROP-OFF/ PICK-UP AT THE DEPAUL BUILDING PARKING LOT. DUE TO SAFETY PLEASE FOLLOW THE NEW PROCEDURES AND DO NOT USE THE DEPAUL BUILDING PARKING LOT.
2. The 7th & 8th grade will now be having class in the St. Vincent High School NOT THE DEPAUL BUILDING. Parents should use the left lane on Rosati Ct. to drop off only. You may also pull into the High School Parking Lot and have students enter at the door closest to the end of the parking lot. This area will be marked so you are aware. Students will not be able to access classrooms if dropped off at the gym doors. Please DO NOT drop off at the gym doors. All 7th & 8th grade students will report to their classroom upon arrival. **All food (including gum & candy ), drink (except water), and sports balls will NOT be allowed inside school.** Please do not drop off before 5: 40 p.m. For dismissal the students will gather at the High School door used for arrival. You may enter using the left lane of Rosati Ct. and enter the high school parking lot. The 7th & 8th grade students will NOT be allowed to go over to the Elementary. They must be picked up in the pick-up line in the High School parking lot.
3. We will have new drop-off/pick up procedures for the Elementary. During drop-off parents dropping off elementary students only should stay in the right hand lane of Rosati Ct. The chain on Rosati will be opened and parents in the right hand drop off lane will turn right headed towards St. Joseph Street and form a single file line. Once on the black top students can exit the left hand side of the vehicle, walk around the school building, and enter through the double doors by the library. PLEASE NOTE: The left hand drop off lane is reserved only for 7th & 8th grade students or parents dropping off both elementary and 7th & 8th grade students. A staff member or cop will be present at the crosswalk to assist those students. This procedure is established to create swift and efficient traffic flow while also keeping all students safe during drop off/ pick-up time. If raining hard, the chain on Rosati will be opened and parents may form a single file U and drive up to drop off the children off at the hall door by the Kindergarten classrooms and then exit back to Rosati by the Rectory exit.
4. Between 5:40 p.m. and 6: 00 p.m. elementary students will gather in the cafeteria before class. They will NOT be allowed to stay out on the playground. Supervision will be provided in the cafeteria. After the first bell students will quietly line up and be escorted to their classroom in an orderly manner by their homeroom teacher. **All food (including gum & candy ), drink (except water), and sports balls will not be allowed inside school.**