

### **Morning Drop Off Details**

1. Parents should drop off children on Rosati or the parking lot by the de Paul building. Only the bus may drop off on West St. Joseph Street.
2. Parents dropping children off on Rosati should use the right lane for Elementary students. The left lane should be used by parents or students going to the Junior/Senior High School. If you have children in both buildings, you can use either lane to drop off students. However, parents or agents of parents are asked that no rider be released from vehicles except on the vehicle side next to the sidewalk of their lane. Elementary students in cars in the right lane should get out of the right side of the vehicle. Cars in the left lane should exit on the left side of the vehicle. **NO ONE SHOULD EXIT INTO THE MIDDLE OF ROSATI AND CROSS TRAFFIC!**
3. For the safety of all children, all parents should stop at the white line ahead of the crosswalk. The adult at the cross walk will signal when it is safe to move forward. Please have your “goodbyes” done before you reach the drop off so that this may run smoothly.
4. Parents using Before School Care may drive up to the door from 6:30am to 7:15am. **NO CARS MAY DRIVE ON THE BLACKTOP AREA AROUND THE ELEMENTARY BUILDING FROM 7:15AM TO 3:00PM!**

### **Rainy Day Drop Off Procedure**

1. If it is raining hard before school, Mr. Thompson will take the chain down at the Rosati entrance. Parents may drop off children near the door at the Kindergarten end of the building. Drivers will make a big U and exit onto Rosati at the opening near the rectory.
2. Please pull up parallel to the building so that 3 or 4 cars may let children out at a time. Please have your “goodbyes” done before you reach the drop off so that this may run smoothly.
3. If a student or adult has to walk up to the building on a rainy day, please walk in the area in the middle of the “U”. **DRIVERS MUST BE CAUTIOUS OF ANYONE WALKING.**

### **After School Pick Up Details**

1. At 2:35pm bus riders will be put on the shuttle bus to District 32. The bus will be loaded and then the police officer will stop all traffic and allow the bus to leave.
2. If a student must walk to the Junior/Senior High School to get a ride with a sibling or to get to a parent that works in the other building, then **THESE CHILDREN MUST MEET AT THE CROSSWALK TO CROSS THE LINE OF TRAFFIC.**
3. No parent should disregard the pick-up procedure in the afternoon. Parents are to enter the pick-up line with other parents and pick them up as detailed. **Parents are not to park their cars on Rosati and walk to pick-up students more quickly.** This adds to the congestion and accident incidence upon leaving Rosati Court along with the high school students.
4. Each new family will be given four brightly colored visor tags to attach to the visor in their car. Existing families should save their visor tags from the previous year. (Please do not throw away these tags at the end of the year!) If a neighbor or grandparent will pick up your child, please give them a card for their visor. If the person picking up your child has a visor tag, you do not need to send in a note. For the safety of your child, keep track of your name signs.
5. As an added safety precaution, each family should have a safety word. Pick one word which will serve as a password in the event that the child does not recognize the driver.

### **Procedure for picking up one child**

- Pull into the SVES lot from the right lane on Rosati.
- Have visor tag on driver's visor for the adults in charge to easily see.
- Students will gather on black top area. The adults in charge will call out the last name. The child will go to that adult. The adult will put your child in your car.
- Parent should drive forward and exit onto West St. Joseph following the directions of the police officer in charge.
- As a safety precaution, parents should have a safety word that they share only with their child. If the child does not act like they know the driver, this secret word may be requested by the adult to see if it matches the child's word.
- Please note the wait lane on the attached map. If your child is still in the building, a parent may be asked to pull forward like at McDonald's. When your child arrives, an adult will escort them to your car.

### **Procedure for picking up two or more children**

- Pull into the new parking lot from Zeno.
- Have the visor tag on driver's visor for the adults in charge to easily see.
- Stents will gather on grass hill area. The adults in charge will call out the last name. The children will go to that adult. The adult will put the children in your car.
- Parent should drive forward and exit onto West St. Joseph Street.
- As a safety precaution, parents should have a safety word that they share only with their children. If the children do not act like they know the driver, this secret word may be requested by the adult to see if it matches the children's word.
- Please note the wait lane on the attached map, if one child is still in the building, a parent may be asked to pull forward like at McDonald's. When the child arrives, an adult will escort them to your car.

### **Last Reminders:**

- Stay in your car after school. We will bring the student(s) to you.
- No pick-ups or drop-offs on West St. Joseph Street. No pick-ups on Rosati.
- Any child not picked up by 3:00pm will be taken to After School Care.
- Parents with children in both buildings should pick up SVES child first and then circle around to the Junior/Senior High School building.
- Be patient...this is a plan implemented for the safety of all students!