

# St. Vincent Elementary School Drop Off / Pick Up Procedures

## **MORNING DROP OFF PROCEDURE**

1. School hours are from 7:45 a.m. until 2:40 p.m. Adult supervision will be provided before school from 7:30-7:45 a.m.
2. Students that walk or come by car should arrive between 7:30-7:45 a.m. and should enter the school through the double doors by the library.
3. During morning drop off, parents dropping off elementary students only should stay in the right hand lane of Rosati. 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 on Rosati is reserved only for high school students or parents dropping off students at both the elementary and high school buildings. A staff member will be present at the crosswalk to assist those students. Families dropping off elementary students only should not enter Rosati in the left hand drop off lane. This procedure is established to create swift and efficient traffic flow while also keeping all students safe during the drop off time.
4. Students are not to exit the vehicle in the center of the traffic lanes on Rosati.
5. Between 7:30 a.m. and 7:45 a.m. students will gather in the cafeteria.
6. At 7:30 a.m. the first bell will ring signaling students can enter the building and adult supervision has begun.
7. At 7:45 a.m. the second bell will ring signaling the start of the school day. Students will quietly line up at a designated spot and be escorted to their classroom in an orderly manner by their homeroom teacher.
8. At 7:50 a.m. a third bell will ring. Students arriving in their homeroom after this bell will be marked tardy.

## **RAINY DAY DROP OFF PROCEDURE**

1. If it is raining hard before school, the chain on Rosati will be opened and parents may form a single file U and drive up to drop the children off at the hall door by the Kindergarten classrooms.
2. Those dropping off are to please pull up parallel to the building so that 3 or 4 cars may let children out at a time.
3. Then cars can exit back to Rosati by the Rectory exit.

## **AFTER SCHOOL PICK UP INFORMATION**

1. The dismissal bell rings at 2:40 p.m. Students will be dismissed from classrooms at that time to their designated places.
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, these students need to use the crosswalk to cross traffic. A teacher will be on duty at the crosswalk to assist students.
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 students up as detailed on the next page. **Parents are not to park their cars on Rosati and walk to pick-up students quicker.** This adds to the congestion and accident incidence upon leaving Rosati 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 visor tags.

### **PROCEDURE FOR PICKING UP ONE STUDENT**

1. Pull onto the SVES black top lot from the right lane on Rosati.
2. Have visor tag on driver's visor for the teachers on duty to easily see.
3. Students will gather on black top area. The teachers on duty will call out the last name. The child will go to that adult. The adult will put your child in your car.
4. Parent should drive forward and exit onto West St. Joseph following the directions of the police officer in charge at the crosswalk.

### **PROCEDURE FOR PICKING UP TWO OR MORE STUDENTS**

1. Pull into the large concrete parking lot by the De Paul building from Zeno.
2. Have the visor tag on driver's visor for the teachers on duty to easily see.
3. Students will gather on grassy hill area. The teachers in charge will call out the last name. The children will go to that adult. The adult will put the children in your car.
4. Parent should drive forward and exit onto West St. Joseph Street.

### **LAST REMINDERS**

- Stay in your car after school. We will bring your 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 3:00 p.m. 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 Jr/Sr HS building.
- Be patient...this is a plan implemented for the safety of all students!