

## ST. GEORGE CATHOLIC SCHOOL CARPOOL PROCEDURES 2010-2011

The following procedures, developed in the interest of safety, are in effect for drop-off and pick-up of children who arrive or depart by car. A carpool map is available on the school website. Changes may occur due to —no bus! days or —early dismissal days!. Changes in carpool procedures will be communicated through Dragon Tales and the school website. In all circumstances, grade level assignments to specific drop-off/pick-up areas will remain the same.

### **Please note:**

- On the rare occasion when a student is to be released to a person other than the child's parent, the student must present to the homeroom teacher and then to the school office a note signed and dated by the child's parent. With the approval of administration, the student will then be released.
- Students residing in Audubon Terrace and Morning Glen neighborhoods are to be dropped off and picked up in their assigned carpool areas or these students can arrive on campus and be dismissed as walkers. As walkers, students must leave the school campus on foot under teacher supervision. Parents of walkers are not permitted to meet their children in the —walkers areal and then escort them to a vehicle parked on campus. Parents of walkers are also not permitted to use the —walkers areal as a carpool area for arrival and dismissal.

1. **General Drop-Off Instructions:** Students may not be dropped off before the designated time for school supervision which begins at 8:00 am, except for those students in the Before Care Program. Students who are not enrolled in Before Care but are dropped off on campus before the duty bell rings will be sent to Before Care. The charge for this service is \$3.00 per day, per student.

2. **General Pick-Up Instructions:** To facilitate pick-up, parents must clearly display a sign in their front car window identifying their child's full name, grade and section. Students who are not enrolled in the After Care Program, but remain on the school campus 25 minutes after the dismissal bell will be cared for by After Care. An \$8.00 fee, per child, per day, is charged for this service.

3. There will be two carpool drop-off and pick-up areas.

a. **Church Carpool Area:** Students in grades K-2, their OLDER siblings and other students who ride with them are assigned to the church carpool area for ALL arrival and dismissal schedules. Due to safety concerns, students in grades K-2 are not permitted to use the school office/gym area for carpool.

### **Instructions for dropping off and picking up at the church:**

Enter the campus by way of Kinglet Drive and form a line in the church parking lot near the north side of the church. When that drive is full, cars should line up in the cemetery lot and then in the church parking lot lanes, weave through the parking lot, and proceed to the pick-up/drop-off as space permits. The first car should stop under the covered walkway at the Kleinpeter Activity Center. Do not pass cars while in the carpool line, unless directed by the teacher. After picking up your child, exit the campus by way of Kinglet Drive only.

b. **School Office/Gym Area:** Students in grades 3-8 and other students who will ride with them are assigned to the school office/gym for ALL arrival and dismissal schedules. Due to safety concerns, students in grades K-2 are not permitted to use the school office/gym area for carpool.

### **Instructions for dropping off and picking up at the school office/gym:**

Enter the campus on Fr. Dorval Drive. Turn right into the upper parking lot. Circle around the parking lot and exit back onto Fr. Dorval Drive and enter the drive that leads into the school office. Exit the campus at Student's Way. Cars must yield to buses.

### **C. GUIDELINES FOR WALKERS**

Students, who are walkers, gather in a designated area under teacher supervision and then leave the school campus on foot under teacher supervision. Parents of walkers are not permitted to meet their children in the —walkers areal and then escort them to a vehicle parked on campus. Parents of walkers are also not permitted to use the —walkers areal as a carpool area for arrival and dismissal. Children who occasionally go home with students who are walkers will be required to submit a parent note, signed and dated, to the office for approval. Notes will be initialed by the office and returned to the student. At dismissal, the student must pass the initialed note to the supervising duty teacher. Only students with initialed notes will be permitted to leave campus with a walker.

### **D. BICYCLES**

Bicycles will be parked and should be locked in the bicycle rack located to the west of St Cecilia Hall. Students should exercise extreme care and are restricted to the roadway behind the church.