

St. Thomas More Catholic School

Pick-Up Procedures

Dear Parents,

August 17, 2009

Welcome back to a new school year! We are looking forward to a safe and productive year. We understand that our **Afternoon Pick-Up Procedures** may be confusing at first, but with diligence and **PATIENCE** on everyone's part it **CAN** work.

Afternoon Pick-Up Procedures

- **No amount of hurry on anyone's part is worth the safety of our children.**
- **Dismissal will begin with 4K – at 3:15 P.M. and runs progressively through Elementary School. The Middle School should be dismissed no later than 3:30 P.M. Please time your place in the pick-up line to recognize this progressive release.**
- If your child is still on campus at 3:45 P.M. and is not in a scheduled tutoring or extracurricular program, he/she will be sent to After School Care and the daily rate of \$8.00 will be assessed.
- During adverse weather, students are dismissed from Carolan Hall. Please proceed to the breezeway and we will call the student to be picked up.
- **In the event there is local flooding, please do not rush to pick-up your children. They are on high ground and are safe here. The staff will stay as long as needed to ensure their safety. Please do not jeopardize your safety in getting to the school.**
- All vehicles will form two lines facing Moana. If you wish to turn left onto Moana after loading your children, please drive through in the left lane. If you wish to turn right, please use the right lane (adjacent to the school curb).
- **At 3:20 P.M.** Coach Sutton will allow approximately 14 cars (7 per lane) to form a line in front of the school. The first two cars should pull to the first crosswalk. (Coach Sutton or Mrs. Lacayo will be there to assist you.) When you arrive at your place in line, please **TURN OFF YOUR ENGINE** and open a passenger door in your car. When all 14 cars are in place (with engines off and one door open), Coach Sutton will blow a whistle giving the children the “go-ahead” to load into their respective cars with Patrol Assistance. As soon as your child is in the car, please shut the door. When all doors are closed and the patrols have returned to the curb, the whistle will sound again signaling you to start your engine and exit the driveway. Coach Sutton will then allow the next 14 cars to move into the loading area.
- For student's safety, **ALL** students should be loaded using these procedures. If there is an emergency and it is absolutely necessary to park, please use the second parking lot. Therefore, an adult must walk to the dismissal area to get any student, PK – 8th. Crossing will only be permitted during loading times (while engines are shut off).
- **ALL STUDENTS** must be accompanied by an adult when crossing – including those in Middle School.
- To avoid sidewalk congestion for Parents meeting their child in the school foyer, please exit through the breezeway.
- Because of traffic patterns, there must **NOT** be any parking along Moana.

The most important reason for these procedures is for the safety of our children. Please work with us.