

## **CAR DROP OFF PROCEDURES**

***PLEASE DO NOT ARRIVE PRIOR TO 7:35AM***

Please enter through the cemetery drive. Staff and Safety Patrol will be there to help guide you. They will stop you and open the door for your child to exit the car. Please make sure your child's backpack is in the car with them, do not put them in the trunk. Please do not get out of your car. Do not park your car along the cemetery in the front parking lot, this is a bus lane and our buses need a wide radius for turning. This is for both drop off and pick up. There are signs posted "No Parking between 7am-3pm". Always follow the staff instructions and school buses always have the right of way.

## **CAR PICK UP PROCEDURES**

***PLEASE DO NOT ARRIVE PRIOR TO 2:45PM***

Please enter through the cemetery drive. Turn to the right and curve around the back parking lot. Please line up in the 1<sup>st</sup> row of parking spots. When that row is filled, start row 2. When that row is filled, start row 3, and continue for the rest of the rows. We estimate that we can get 6 cars in a row.

There will be SJS staff to help you. Please follow their instructions. When students are ready for pick up, (after the buses leave) all the cars in row 1 will precede to the center doors of the Monsignor Harris Center, followed by row 2, row 3, etc. Please do not jump lines as we dismiss in the order you arrive. Please be courteous to other parents in the car line while they are loading their students. ***At no time is a car permitted to pass another car while the loading and unloading is in process. The safety of our students is our main concern.***

At no time are cars permitted to stop at the end of the cemetery drive and wait for the rows of cars to go by. Please get into the line and follow the instructions of SJS staff. This will help insure that there will not be cars sitting on St. John's Rd. and causing traffic problems.

At no time during the school day should cars be parked along the cemetery in the main parking lot. The school buses need a large radius to turn. There are signs posted stating "NO PARKING BETWEEN 7am-3pm". You never know when a bus will be here for field trips, etc., so please do not park there during the day.

**PLEASE SEE SECOND PAGE FOR DETAILED MAP**

