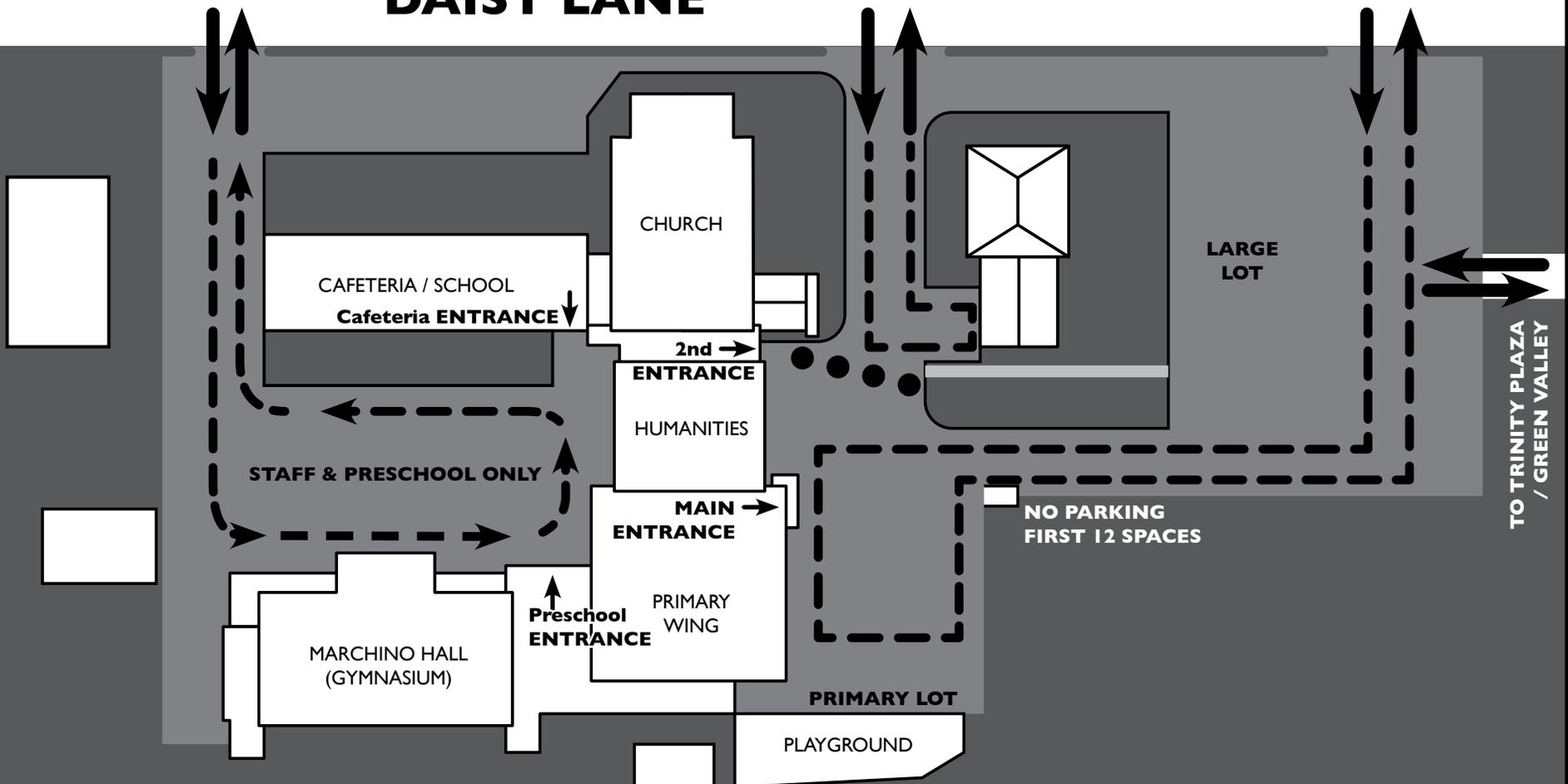


MORNING ARRIVAL

7:00 - 7:40 a.m.

DAISY LANE



All Parents: Please Read!

Daily Arrival and Dismissal Procedures

Parents: Morning arrival and afternoon pick-up are very important procedures for the smooth operation of traffic flow, and more importantly, for the safety of all. Please inform all your family's drivers of these important procedures.

Morning Arrival Procedures: 7:00 – 7:40 am

SAFETY FIRST: While no one wants to get to school or work late, the most important thing is that all are safe. Drive 10mph or slower in the parking lots, allow plenty of space for others, and always be looking for pedestrians, especially small children. If you are dropping your children off before 7:00 am you must stay with them and not let them walk to the cafeteria without your supervision. There is no school staff available to watch your child before 7:00 am.

NOTE: Make every effort to have your child at school by 7:40 or sooner to allow for morning traffic and adequate time for your child to get to the classroom before classes begin at 7:45. Students arriving after 7:45 are tardy and must sign in at the office.

Pre-school Parents: Pre-school drop-off procedures are outlined in the pre-school handbook. Please consult with the Pre-School Staff if you have questions. Please follow traffic patterns, in the form of arrows when circling the small parking lot.

K-8 Parents: Morning Drop-off procedures are outlined below. For families new to the school, all vehicles are to enter the property from either the main entrance between the church and the parish offices or from the access road from Green Valley Road. Absolutely do not use the back parking lot for morning drop-off (exception: faculty and pre-school parents.)

Main Entrance: Vehicles enter the main drive and drop students at the church narthex entrance. Student door openers will be assisting from approx. 7:25-7:40. After drop off, make a U-turn and go back out the main drive.

Green Valley Road Entrance: Enter next to the garden and follow the driving lane to the main office doors for drop off. Student door openers will be assisting from approx. 7:25-7:40. Turn around in the primary playground lot and return back out the Green Valley Road access.

Parents walking children into the building: From either entrance, park in the large lot east of the parish offices. **DO NOT PARK** in the first 10-12 spaces nearest the playing field as this is the driving lane, nor along the main entrance between the church and parish offices. Carefully walk children in along the sidewalk near the large maple tree and mailboxes. **RUNNING IS NEVER ALLOWED IN THE PARKING LOTS DURING MORNING ARRIVAL OR DISMISSAL.**

Upon entering the building: REMEMBER that no staff member is available to watch your child(ren) before 7:00 am. Between 7:00 and 7:30, students are to go to the cafeteria. Those arriving after 7:30 are to go to their homeroom. Older siblings are encouraged to accompany younger ones to their classroom.

After 7:40 and during the school day: Parents bringing in children tardy or late due to appointments, etc., enter through the main drive or Green Valley Road access and may park in designated spaces along the school wall if spaces allow or in the large lot. Please accompany your child into the building and press the access button at the main office entrance. Upon admittance, please sign in your child(ren) at the Office. Once students arrive at school, they must remain in the building. Students are not allowed to wander the grounds or leave the campus for any reason. (REFERENCE TARDY HANDBOOK SECTION 6.4)

BE KIND.
BE PATIENT.
BE COURTEOUS.
BE SAFE.

DISMISSAL

2:55 - 3:00 p.m.

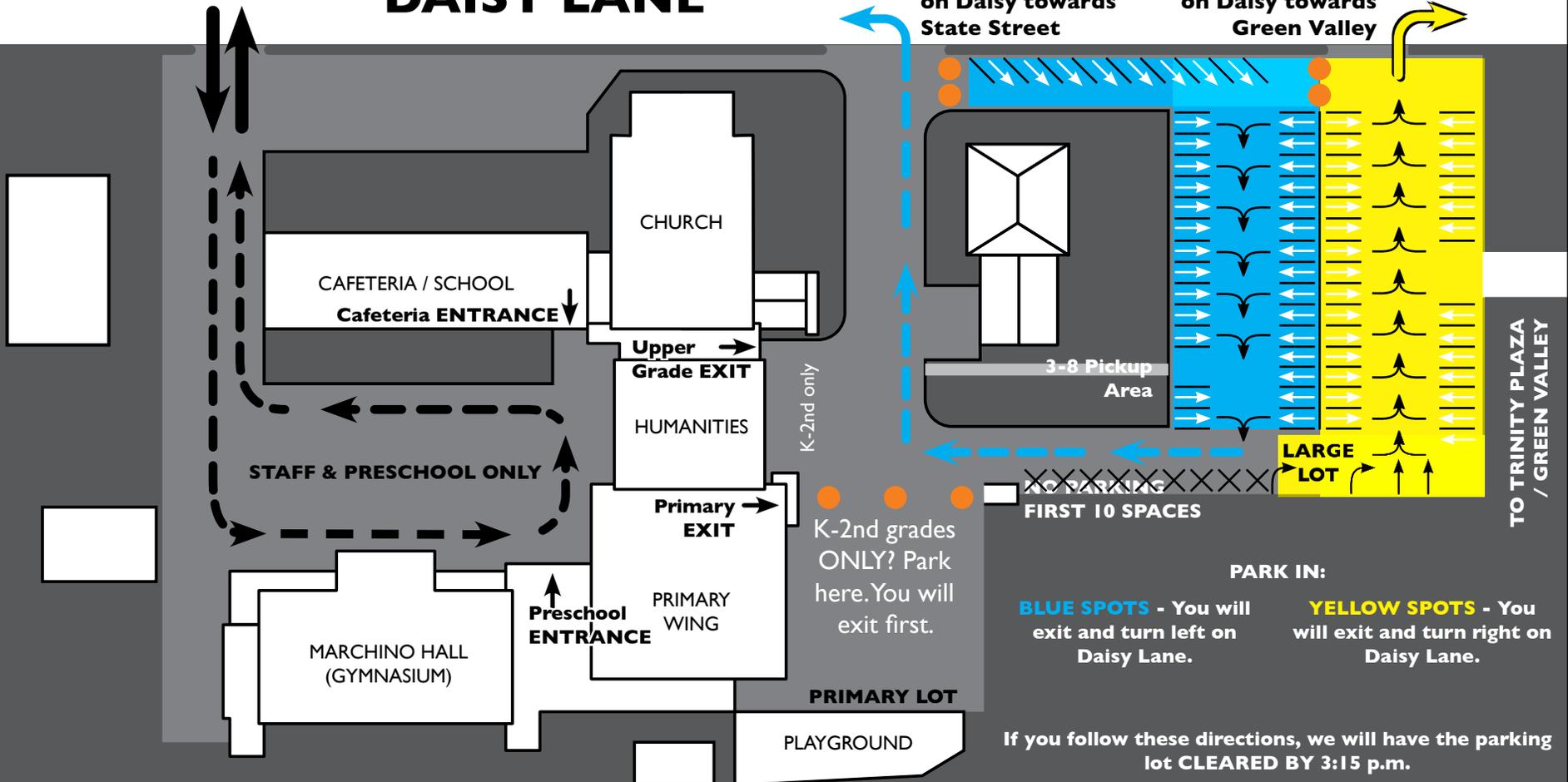
APPROXIMATE SCHEDULE:

- 2:55 - K-2nd dismisses and stands at entrance.
- 3:00 - Primary Parking lot and spots near school are dismissed. 3rd-8th grades leave school to parking lot pickup area. *Please walk to pickup area to pickup your student(s).*
- 3:05 - Walk to your car and wait for staff to direct you out to the road. Please be patient.
- 3:10 - Cars are dismissed from large lot moving in the direction of the arrows below.
- 3:15 - Directed traffic is finished. Anyone left in lot may leave. Children to Aftercare.

DAISY LANE

Turn Left
on Daisy towards
State Street

Turn Right
on Daisy towards
Green Valley



Appointments after school - Holy Family School discourages scheduling of appointments during school hours, or at such a time which causes a student to arrive after 7:40 am or to leave before dismissal. We would recommend that you schedule appointments after school so that you can follow a normal dismissal procedure and not have to pull your vehicle out before the regular flow of traffic. Please take into consideration that all vehicles are normally cleared from our parking lot no later than 10-15 minutes from final dismissal at 3:00 pm.

Afternoon Dismissal Procedures: 2:55 - 3:15 pm

Dismissal is by parking lot zone and age group per instructions below. **NOTE:** Parents should park in the location designated by their exit route. Students whose ride has not arrived at dismissal time will be sent to the cafeteria and remain until 3:15, when Aftercare begins. Parents must come into the building to pick up students and sign out from the cafeteria or Childcare Aftercare room(s).

Primary (K-2) only: All those picking up **ONLY** K-2 students are to park in the primary lot or along the school wall by the office. Students will be released directly to those drivers only, not sent to the cars. Do not leave until signaled to do so. **DO NOT LINGER** to chat with teachers or other parents unless you are well out of the pickup/driving area. **DO NOT PARK** in the main driveway; you will be asked to move your vehicle. **NOTE:** Cars parked along the building must turn off the ignition.

All vehicles parked along the building must turn off the ignition. See Indiana Indoor Air Quality State Law {Article 33, Title 410 IAC 33-1-1}.

All other drivers: Please inform anyone who may be picking up your child(ren.) For all those picking up older students (3-8th) or a combination of primary and older students, please park in the large lot east of the parish offices as follows:

Parking: Drivers should park in designated areas determined by their exit route.

1. If you plan to exit west (left) out onto Daisy Lane toward State Street, park in the first two rows nearest the parish offices building.
2. If you plan to go east (right) onto Daisy Lane or via the Green Valley Road access, park in the 3-4th rows from the Parish Offices, along Daisy Lane or nearest the Learning Garden. **DO NOT PARK** in the main driveway or the first 10 spaces along the field as these are driving and pedestrian lanes.
3. Pull forward to park facing your exit lane or back into perimeter spaces with a bumper guard for ease of pulling out when leaving. **Exception:** if you are parking along Daisy Lane in a diagonal space,

pull directly into the space, do not back into the space.

When students are released: Teachers walk students to the pick-up area in the main lot. All students are to go directly to their vehicle and not linger in the parking lot or grassy area. Drivers: **DO NOT** leave until all students are in their vehicle and you are directed to leave by a staff member. This will take a few more minutes, but it will ensure the safety of all students, parents, and cars in the parking lot. Ten to fifteen minutes is the average time it takes to clear the parking lot regularly. In other words, please be patient, because you should be on your way by no later than 3:15 pm after school.

NOTE: Please observe all traffic cones and follow directions provided by administration/faculty members or police officers directing traffic. After a couple days, drivers should understand the correct flow patterns in the lot. Again, please inform ALL your family's drivers of these procedures.

Inclement Weather during dismissal – Dismissal will be delayed during severe weather or warnings. Drivers are asked to be patient during this time and may enter the building to seek shelter during severe weather.

Aftercare Pickup - Drivers picking up students after dismissal is completed will need to park in either the large lot or in the back parking lot behind the cafeteria. You will need to go to the cafeteria to sign your child out of Aftercare. Please be careful of other vehicles and pedestrians.

After-school Practices or Co-Curricular Activities - All students staying after school for activities or athletic practices or games are required to go to the cafeteria. Coaches and activities moderators are to meet and sign out students from the cafeteria. Do not make arrangements with students to meet at any other designated location after dismissal except the cafeteria.