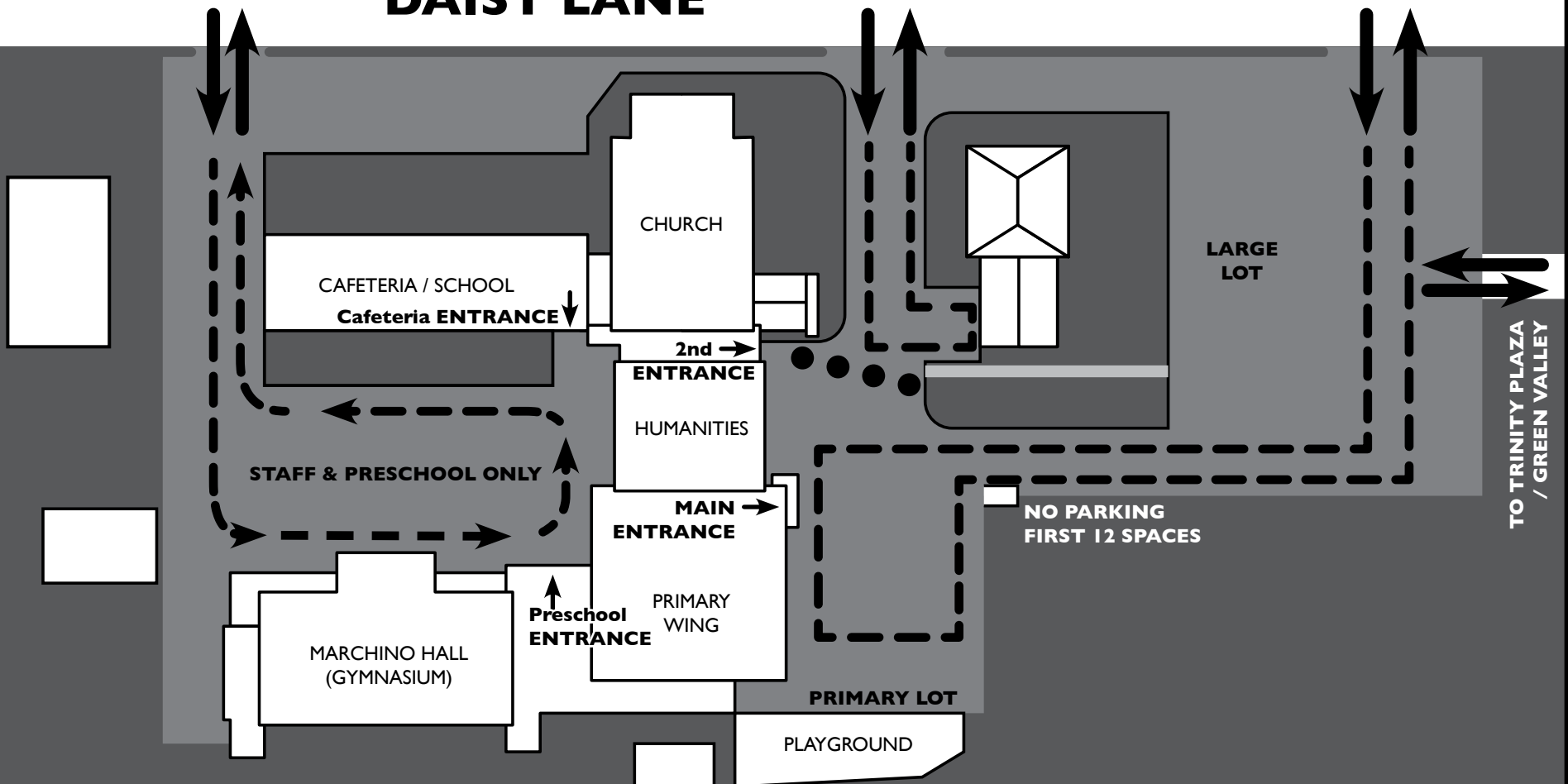


MORNING ARRIVAL

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)

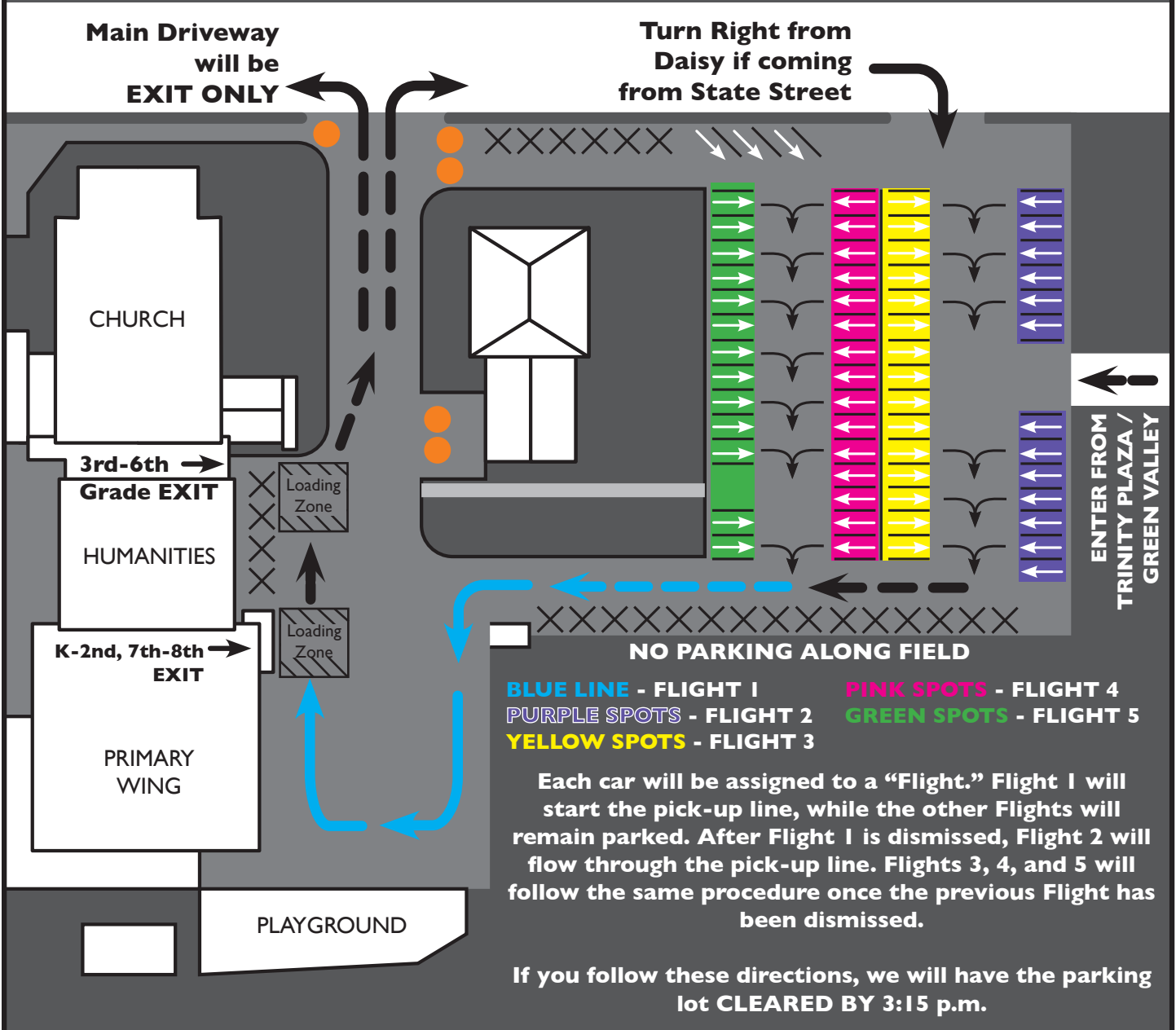


**BE KIND.
BE PATIENT.
BE COURTEOUS.
BE SAFE.**

APPROXIMATE SCHEDULE:

- 2:55 - Flight 1 Dismisses
- 3:00 - Flight 2 Dismisses
- 3:05 - Flight 3 Dismisses
- 3:10 - Flight 4 Dismisses
- 3:15 - Anyone left in lot may leave.
Children remaining will go to Aftercare.

If you follow these directions, we will have the parking lot CLEARED BY 3:15 p.m.



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 2:40 pm. 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 permit, which will be designated by student grade, families, etc. NOTE: Parents should park in the location designated by their parking permit. 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 room.

Parking Lot Entrances: We will be using the entrance to the Large Lot and the access road that runs through Trinity Plaza out to Green Valley. To help alleviate the amount of traffic on Daisy Lane, please use the following instructions for entering the Large Lot:

- If you are coming from Daisy Lane (via State Street), please use the entrance to the Large Lot
- If you are coming from Green Valley Road, please use the access road that runs through Trinity Plaza to the Large Lot

Exiting the Campus: The Main Driveway will be an Exit Only driveway. Left lane exits toward State Street and Right lane exits toward Green Valley Road.

Primary (K-2) only: All those picking up ONLY K-2 students will have the **BLUE parking permit**. These cars will start the dismissal procedure by lining up at the Main Entrance and forming a single line around the Primary Parking lot and over to the Large Lot. Students will be released directly to those cars in the designated Loading Zone, which will be the Main Entrance Doors. After you have your student(s) in the car and a staff member has dismissed your flight, you may proceed down the main driveway to exit onto Daisy Lane. **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, you will be given a different color parking permit. Please park in the appropriate zone in the large lot east of the parish offices as follows:

Parking: Drivers should park in designated areas determined by their dismissal flight.

1. Please see the Map to find the appropriate parking spaces for your dismissal flight.
2. **Dismissal Flights** will be designated by student's grade, families, and carpools.

- **BLUE FLIGHT:** Picking up K-2nd Grade Student(s) Only
 - **PURPLE FLIGHT:** Picking up 3rd-6th Grade Student(s) Only
 - **YELLOW FLIGHT:** Picking up 7th-8th Grade Student(s) Only
 - **PINK FLIGHT:** Picking up a combination of students with the youngest student in K-2nd grade and one or more 3-8th graders
 - **GREEN FLIGHT:** Picking up a combination of students with the youngest student in 3rd-6th grade and one or more 7-8th graders.
3. Once the **BLUE Permits** have moved through the dismissal line, the cars in the Large Lot will follow the same procedure, starting with the **PURPLE Flight**.
 4. The order of Student Pick-Up will be:
 - BLUE Flight**
 - PURPLE Flight**
 - YELLOW Flight**
 - PINK Flight**
 - GREEN Flight**

When students are released: Students will only be released in the designated Loading Zones. **DO NOT** leave until all students are in your 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. **DO NOT** make arrangements with students to meet at any other designated location after dismissal!

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.

Preschool Dismissal: If you are picking up Preschool students only, you will continue to pick up your child(ren) in the back parking lot. If you are picking up a Preschool student and one or more K-8th grade students, you will park in your designated spot, pick up your Preschool student(s) before 2:55, at the Main Office Doors, and return to your car to be dismissed with the appropriate flight.

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.