

St. Mary's ECC

Arrival & Dismissal Procedures

The following arrival and dismissal procedures are designed to provide the safest and most expedient way to handle the extensive traffic that we have at the beginning and at the end of the school day. Teachers assist on the porch at these times in both "fair and foul" weather. Please help speed up the process and ensure that children get in the correct carpool by reading and following these procedures carefully. At the 3:00 p.m. dismissal time, children not picked up within 20 minutes will go to Pursuits Care. Don't hesitate to call the school office if you have any questions.

The left lane is for cars dropping off Early Childhood students only. Stop at the stop sign between ECC & Moss Hall buildings. This allows teachers to take Early Childhood students across the traffic lanes. You must travel completely around the Early Childhood Center to the front of the building, where teachers will assist students from their cars. Carpool traffic will exit to Perkins. The gates on these two traffic lanes will close at 8:00 a.m.

There are two different lanes entering from Perkins on the north side of the Early Childhood Center that circle the building. The lane on the right side is for LS and JK-SK siblings, which will unload on the south side between the Early Childhood building and Moss Hall. As you go around the building, stop at the stop sign. This allows teachers to take Early Childhood students across the traffic lanes. After dropping off students, this traffic continues in the same lane East from the canopy through the middle Perkins exit. This lane is for carpools made up of LS, JK, and SK girls. No SMP or PK girls may be dropped off at this carpool lane.

Early Childhood students should not arrive at the Walnut Grove entrance.

Severe Weather

In the event of severe weather (with or without warning sirens) during the unloading or loading of carpools and the dismissal of older students to their cars, we will keep girls in our care, having all students go to the pre-arranged Severe Weather Drill areas. Carpool lines and school dismissal will be paused; especially when lightning is present, until it is safe to resume. Parents and children still in cars are welcome to park and join us inside the building in our safe areas.

Morning Arrival

Teachers begin duty on the porches at 7:15 a.m. and end at 8:00 a.m. Early Room is open at 7:15. PK, JK, and SK students go to their classroom at 7:50. SMP students go to their classroom at 7:30.

If there is not a teacher on duty between 7:15 and 7:30 you must park in a visitor's parking space and walk your daughter into the building. You may not at anytime leave your car in the carpool line and walk her in. Use the time waiting in the line to unbuckle seat belts, help children gather up belongings, and exchange hugs and kisses. Please pull up to wherever a teacher is unloading. If at all possible, have your daughter ready to exit on the side of the car the teachers are unloading.

We ask that you do not allow your daughter to stand up in the sunroof or sit in your lap while driving around the carpool line. A sudden stop even at 5 miles an hour could cause her to get hurt. Please, **no** cell phone usage while moving through the carpool line. ***It is mandatory to turn off your cell phone, and put your car in park when loading or unloading students from your car.***

St. Mary's Place Arrival

Our youngest girls may be dropped off at the ECC front porch in the regular carpool line between 7:15 and 8:00. Each morning a member of our faculty will be assigned to greet our St. Mary's Place girls and take them to the GLR from 7:15 to 7:30 and to their class between 7:30 and 8:00.

Parents may also choose to park and walk their daughters into the GLR before 7:30 or to their class after 7:30. If you plan on walking in, please note that our carpool lines are busy and often make parking in front of the ECC difficult. If you arrive between 7:15 and 7:45 or after 8:10 it will be easier. Designated "visitors" parking places will be available at the front of the Shaw Early Childhood Center for your safety and convenience.

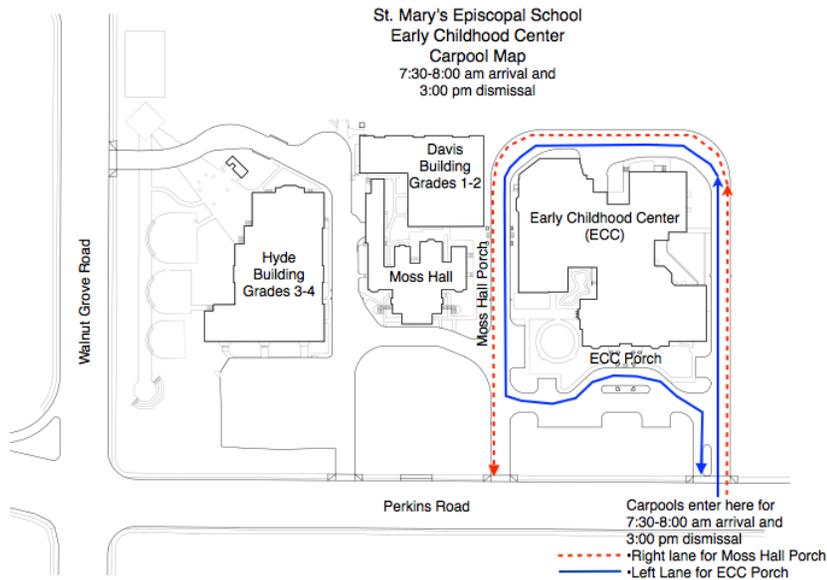
By 8:30 each morning our SMP classes are well within their morning routines with their teachers. Therefore, if you arrive after 8:30, you will need to stop by the office and Ms. Miller will walk your daughter down to her classroom.

As the school year goes into the second semester we begin to give our girls opportunities to become a bit more independent in choices they make in the classroom and through increased use of language. To further their growing independence, once they have transitioned back into school after the Christmas holidays, we will ask that you either use the carpool lines for arrival or walk your daughter into the atrium and we will have someone walk her to her classroom.

First Days of School For All Grade Levels

The first few mornings of the new school year, all parents may park and walk their daughters into school after carpool lines are finished (8:05). **However, by the second week of school, PK, JK, and SK girls should arrive at school by 8:00 and be dropped off through the regular carpool line. For safety reasons, drivers are not allowed to park and walk to the porch to drop off their child unless there is a**

special circumstance, in which case the parent should call Dr. Wilson to make special arrangements.



Carpool Map 7:00a.m. Arrival and 3:00pm Dismissal

12 Noon Dismissals

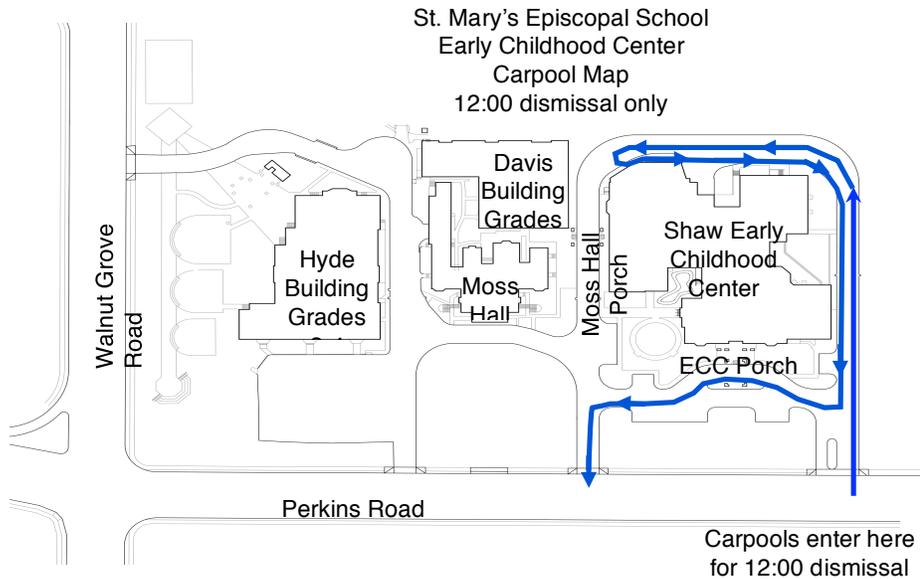
Special Note: St. Mary's Place

St. Mary's Place Girls may be dismissed from their room between 11:30 and 2:45 or met in the Atrium at 2:50. You may also choose to have your daughter leave from the front porch as part of our regular carpool routine.

12 Noon Carpool Line for SMP, PK, and JK Half-Day Students

Enter the North driveway, go to the back of the Early Childhood, make a **U** turn at the cones then drive back to the front of the Early Childhood to pick up your daughter or carpool and exit the middle driveway. (To buckle up the children, pull to the side of the Early Childhood building and leave a space for departing traffic.)

For safety reasons, drivers are not allowed to park and walk to the porch to pick up their child unless there is a special circumstance, in which case the parent should call Dr. Wilson to make special arrangements.



ECC Carpool Map 12:00 noon dismissal

When there is a noon dismissal for all students at the Moss Hall campus, we will use the following 3:00 p.m. dismissal procedure.

3:00 Afternoon Dismissal

Special Note: St. Mary's Place

St. Mary's Place Girls may be dismissed from their room between 2:30 and 2:45 or met in the Atrium at 2:50. You may also choose to have your daughter leave from the front porch as part of our regular carpool routine.

3:00pm Carpool Lines

The North drive gate opens at 2:30. Enter the Early Childhood campus by the same method as arrival. EC & LS combined carpools will be in the right lane. Early Childhood singles (non-carpool students) and Early Childhood carpools only will be in the left lane. Move around the Early Childhood to the front of the building for pick up and exit at Perkins North Exit (No left turn). A traffic guard will be available at the middle driveway to help you exit onto Perkins. After 3:20 children will go to Pursuits.

The Early Childhood porch is generally for single pickup and the Moss Hall drive is for group carpools (2 or more children). Carpools of Early Childhood students may be picked up at the Early Childhood porch.

1. **Assigned Drive**--Please be sure to use the drive assigned to your carpool. This is where your child or carpool will be waiting for you. Remember to tell anyone else who picks up your child, which drive to use.

2. **Carpool Cards**--St. Mary's carpool cards will be issued at the beginning of the year according to the information submitted on the beginning of school carpool form. If new carpools are formed during the school year, new cards will be issued to those families. Please contact one of the administrative assistants if you need additional cards. This card should be mounted near the bottom of the windshield on the passenger side for the Perkins Drive between the EC and Moss Hall buildings and on the driver side for 3:00 p.m. EC carpools. Please leave this identification in place until your child is in your vehicle. You must send a note to school that identifies the person who will pick up your child. If we have not received a note or if the driver does not have an official St. Mary's carpool card, your daughter will not be allowed to leave until we have confirmation from you, her parent.
3. **Carpool Change Procedures**
 - a. **Best and Safest Procedure** – Send a note or email to your child's teacher in the morning regarding any carpool changes. Please put your daughter's first and last name, date, grade and class on each note and the time your child will leave the school. The note should be sent in your child's folder to her teachers in the morning.
 - b. **Second Best** – If there is a change during the day, you must call the office (537-1456) thirty minutes before dismissal. This will give us time to notify your child's teacher and the carpool callers of the changes.
 - c. **Emergencies** – If there is an emergency and it is after 3:00, the carpool driver must park and sign the child (children) out with their respective division administrative assistant. Children may not leave the porch without being dismissed by a teacher.
 - d. PLEASE DON'T FORGET TO INFORM THE CARPOOL DRIVER OF ANY CHANGE.
 - e. ALL carpool drivers must have an official St. Mary's carpool sign displayed.
 - f. **Should any of the above procedures not be in place, your daughter will not be allowed to leave until we have confirmation from you, her parent.**
4. If a child is not picked up within 20 minutes of dismissal time, she will be taken to PursuitsCare and a \$20 charge will be applicable.
5. Walkers-Special arrangements must be made with the Head of Early Childhood for the children who walk or ride a bicycle to or from school.
6. If you are walking to and from school with your dog, you must hold him/her in your arms when approaching the Early Childhood porch.
7. Drivers are not allowed to park and walk to the porch to pick up their child unless they have a daughter in St. Mary's Place or there is a special circumstance.
8. The speed limit around the Early Childhood building is 5 MPH.