**Arrival and Dismissal information for Holy Cross School**

**This is a slightly new car line procedure- do not follow old pattern**

**Morning Drop off procedure for CAR LINE:**

Car line opens at 7:40 AM do not drop your child off prior there is no supervision and it is unsafe for your child.

* All car seats should be placed on the passenger side back seat
* Unbuckle seat upon entering school grounds as much as possible
* To enter car line you must come from Colonial Park Road and turn onto Neild Road
* From Neild Road turn right at the first opening leading to the school grounds (Convent & Library)
* Follow the arrows to get to the drop off point in the front of the school
* Stay in the loop- Do not enter from the church side or Bishop Avenue
* Pull all the way up to the middle doors or to where you are directed
* Teachers will open doors and unload your child
* DO NOT GET OUT OF YOUR CARS
* Your child will be escorted to their classrooms
* Once your door is closed follow the arrows to exit
* Make a right onto Neild Road to exit (this keeps the line and loop moving)

**How to keep the line moving in a timely fashion**:

* FOLLOW THE DIRECTIONS GIVEN AND PLAN ACCORDINGLY
* DO NOT CUT IN THE LINE FROM THE WRONG DIRECTION
* HAVE YOUR CHILD IN THE CORRECT SPOT IN THE CAR AND READY TO GO
* ALL CHILDREN SHOULD EXIT TOWARDS THE PASSENGER SIDE
* PULL ALL THE WAY UP TO DESIGINATED SPOT TO UNLOAD
* EXIT TO THE RIGHT ONTO NEILD ROAD
* ALL OF THESE RULES ARE DESIGNED FOR THE SAFETY OF YOUR CHILDREN

Walkers will enter the building from the middle doors in the school yard.

Bus riders will also enter the building from the middle doors in the school yard.

PLEASE DO NOT PARK ON BISHOP, NEILD, OR PULL INTO LOT FROM BISHOP TO DROP YOUR CHILDREN OFF. IF YOU NEED TO WALK THEM UP, PARK IN THE BACK OF THE CHURCH LOT TO RIGHT OF THE SCHOOL AND WALK TO FRONT MIDDLE DOORS.

**Afternoon pick up procedures or car line:**

**It will be the same routine as the morning, but will need placard with family name.**

The line opens at 2:30 PM for the Pre K and Kindergarten

2:45 for grades 1-8

PLEASE DO NOT TURN ONTO THE SCHOOL YARD SIDE UNTIL DIRECTED. WE USE THE SCHOOL YARD FOR OUR GYM CLASSES AND OTHER ACTIVITES. DO NOT ARRIVE TOO EARLY. IF YOUR CHILD IS NOT READY AND YOU ARE IN CAR LINE YOU WILL HAVE TO REPEAT THE LOOP. NO ONE CAN PARK IN THE LOT DURING THE CAR LINE

* **You will need your family name placard in the front passenger side window in order to pick up your child ( no child will be released without the proper identification please make sure if someone else is picking up they have the paper or a picture on their phone)**
* **The afternoon line will move exactly as the morning**
* **Teachers will radio ahead to have your child ready**
* **If you have a Pre K or K child and a 1-8 child , they can all be picked up at the 1-8 dismissal unless you want to go through the line twice**
* **Your child will be placed in your car and buckled as best we can**
* **If you need to fasten you will be directed behind the cones to the buckle area**
* **Buckle your child safely and follow the arrows to weed back into the line to exit**
* **PLEASE DO NOT PARK IN THE BUCKLE AREA WE NEED THE TRAFFIC TO FLOW**

We have done our best to consider all options with car line. We hope that this moves and it will become easier each day as we use it. We have many little ones to contend with and we want their safety to be first.

The walker lines will be walked out by the teachers and crossed accordingly. No walkers should exit and get into a car.

PLEASE DO NOT PARK ON BISHOP, NEILD ROAD OR PULL INTO LOT FROM BISHOP AVENUE SIDE TO PICK UP YOUR CHILDREN. IF YOU WANT TO WALK THEM TO THE SCHOOL BUILDING YOU CAN USE THE CHURCH LOT TO THE LEFT OF SCHOOL AND WALK THEM TO THE MIDDLE DOORS.