



## Drop Off & Pick Up Procedures

Dear Parents,

Safety of our children is our top priority at St. Mary School. Our children are the reason that we put procedures into place. Please do your best to follow them. Your cooperation is greatly appreciated!

**BUS RIDERS:** All bus riders are dismissed to our gym. A bus will take our bus riders from St. Mary to Chardon Middle School. Students will there transfer to their assigned bus. A faculty/staff member will ride the bus with our students to Chardon Middle School during the first weeks and afterward as needed to help with this transition. The bus arrives and departs for dismissal in the front driveway. No cars should be picking up in the front driveway during dismissal time from 2:50-3:10.

**CAR RIDERS:** For morning drop off, please enter to the convent driveway and form a single line. Car rider line in the morning is from 7:40-7:55 AM. For afternoon pick-up, please enter to the convent driveway and form two lines. Afternoon car rider line starts at 3:00PM. Please do not arrive before 2:50 PM. Car riders wait with their teachers on the sidewalk. Every car should have a number that is displayed in the front window. Teachers will call out the number and family name as the car arrives at the pick-up point. Your child will then get in the car. Please stay in line until all students have been loaded and staff members have dismissed all children from the particular section.

If you do not have a number-please call the school office. If you do not have a car tag you will be asked to park until after the car dismissal is complete and then sign out your child.

**EARLY PICK UP:** If you need to pick up your child early, please arrive at the school office by 2:45 and sign out your child. This allows you to leave the parking lot before regular dismissal begins.

### **IMPORTANT INFORMATION:**

Chardon Middle School and St. Mary arrival and dismissal times overlap. Please be patient, especially during the first few weeks. Due to the high volume of traffic, you might only be allowed to make a right turn out of our parking lot. The local police will direct traffic.

Please be advised that you may not wait in the lobby for your child and pull from the dismissal line.

Please do not park your car and come to the sidewalk to pick up your child from line due to safety reasons. At times children tend to run in the aisles of the parking lot in

front of their parents which is a dangerous situation. Please stay in the car line and wait for your turn to pick-up.

Thank you for your cooperation! Please remember that your child's safety is our top priority!

Peace and Joy,

Friederike Wintersteller, Principal