

# OLGC Parish School

## Arrival and Dismissal Procedures

### ARRIVAL PROCEDURES FOR YOUNG 5's – GRADE 8 STUDENTS

Drop-off begins at 7:45 a.m. There is no adult supervision before this time. Students should enter the building upon arrival. Students will be counted tardy at 8:00 a.m.

#### Car Riders (7:45-8:00 a.m.)

- The East lot is used as an unloading zone. Enter off of Arthur Street. As you exit, turn right onto Arthur Street only. (The West lot is used for PreK parking only.)
- Have your child(ren) kissed and ready to exit the vehicle when you reach the unloading zone. Please stay in your car. Only children should exit the vehicle.
- You will notice student leaders, parent volunteers and staff members present at the unloading zone. **Please pull your car all the way forward**, come to a complete stop, and allow the volunteers to open your car door.
- The tardy bell rings at 8:00 a.m. and all doors will be locked. If you arrive after this time, you must park your car and sign your child(ren) into school at the front office.

#### Student Entrances

- Grades Young 5's-1 should walk up their assigned sidewalk (off of William Street) and enter their classroom.
- Grades 2-6 should walk up the far sidewalk across from Irvin Street (off of William Street) and enter their classroom.
- Grades 7-8 should enter the main entrance of the school and proceed to their homeroom.



## DISMISSAL PROCEDURES FOR YOUNG 5's- GRADE 8 STUDENTS (3:10 p.m.; half days of instruction-11:10 a.m.)

In order to ensure the safety of all students, parents are asked to declare a pick up location to their child's teacher. Any changes to this location must be made in writing to the teacher. **We realize there are occasions when plans may change. If end of day plans change during the school day, please contact the school office before 2:40 p.m.**

### Car Riders

- All cars park in rows in the parking lot facing North. Both sides of the parking lot will be used.
- Students will exit the building the same door they entered for arrival.
- Young 5's – Grade 2 students are released once the teacher sees the parent.
- Parents should walk their child to their parked car.
- Return to your car and await the dismissal line departure. West lot: Cars dismiss one line at a time onto Arthur Street (turn right only). East lot: Cars dismiss one line at a time onto William Street (turn left only).

### Walkers

- Students will exit the building through the Arthur Street exit.
- Students should leave the school property upon dismissal.

### Bus Riders

- Students should line up in the gym by their bus number and wait to be called to load their bus.

*\*Please take a look at the map and note the flow of traffic.*

*\*If you are in need of an earlier arrival or later dismissal, please see our Latchkey program.*

### ARRIVAL



### DISMISSAL

