

CAR LINE PROCEDURE

Car line procedures for three separate grade levels are listed below.

Please make sure you follow the correct grade level procedure for your child(ren).

We thank you for your patience and understanding as we employ these car line procedures! Your child(ren)'s safety is our priority!!

Morning Car Line Procedure (K-8)

Please follow this procedure and the directions of our staff in the parking lot:

- Please enter the lower parking lot near the Gym Entrance and form a single file line to the cones
- The first car should pull up to the **STUDENT CROSSING** sign and stop
- The cars following should pull up close to the car preceding it
- When all the cars come to a complete stop, your child should exit from the passenger side, quickly and carefully
- Children should walk on the passenger side once they exit the car
- Teachers/Staff will be there to assist the students
- If your child cannot leave the car independently, park in the parking lot beyond the **STUDENT CROSSING** sign
- Walk your child to the sign and wait for directions from Mr. Wassel to cross
- **NO ONE** should be crossing between the cars or in the pathway that the cars take
- Car line is closed at 8:05 am
- All arrivals after 8:05 am should enter through the Office at the Main Entrance of the building
- If you are dropping off later, please make both your teacher and school secretary (schoolsec@saintalloysius.net) are aware via an email

Afternoon Car Line Procedure (K-8)

Please follow this procedure and the directions of our staff in the parking lot:

- Enter the lower parking lot near the Gym Entrance and form a line to one of the cones (there will be several lines in the afternoon car line)
- Once parked, parents can either walk towards our gym doors and wait for your child, or stand by your car
- Please make sure you are visible to both your child and the teachers on duty
- Lines will be dismissed by our staff once the children are in their cars
- Please **DO NOT** pull around cars that are waiting in the car line to exit the parking lot
- Please follow the faculty directions and turn left when exiting the parking lot

Morning Car Line Procedure for PreSchool 3

- Car line is in upper parking lot of the school at the Main Entrance
- Teacher/Aide will be outside at 8:55-9:00 am
- Cars will form a single file line along the sidewalk (You do not need to park in the spots to drop off your child)
- Please wait for the first three cars to drop off their children...then you can pull forward and get out of your vehicle to take your child out of the carseat
- Please be patient and do not drive around the car in front of you
- At 9:05 am the teacher/aide will begin walking the students into the school
- If you are dropping off later, please make both your teacher and school secretary (schoolsec@saintalloysius.net) are aware via an email

Afternoon Car Line Procedure for PreSchool 3

- Dismissal begins at 2:40 pm
- PreSchool students are outside before the older students to make dismissal run smoothly and safely
- Enter the lower parking lot near the Gym Entrance and form a line to one of the cones (there will be several lines in the afternoon car line)
- Parents will walk to the gym doors to pick-up and accompany their children to their cars
- Please do not take your child unless you have informed the teacher/aide so they are accounted for
- Anyone picking up your child must be on the permission list and have identification with them
- Lines will be dismissed by our staff once the children are in their cars
- Please **DO NOT** pull around cars that are waiting in car line to exit the parking lot
- Please follow the faculty directions and turn left when exiting the car line

Half Day Car Line Procedure for PreSchool 3

- Half day students are dismissed at 11:45 am.
- The teacher/aide will meet you with your child in the front of the school at the Main Entrance
- Cars will form a single file line along the sidewalk
- Put your car in park and get out of your vehicle to put your child into the carseat
- Please be patient and do not drive around the car in front of you

Morning Car Line Procedure for Pre-K4

- Car Line is located in the lower parking lot at the Gym Entrance off of Mulberry Street
- Teacher/Aide will be outside at 8:55-9:00 am
- Cars will form a single file line pulling up to the newly painted STUDENT CROSSING area
- You may put your car in park and help your child get out of the carseat
- At 9:05 am the teacher/aide will begin walking the students into the school
- Please be patient and do not drive around the car in front of you
- If you are dropping off later, please make both your teacher and school secretary (schoolsec@saintalloysius.net) are aware via an email

Afternoon Car Line Procedure for Pre-K4

- Dismissal begins at 2:40 pm
- Pre-K students are outside before the older students to make dismissal run smoothly and safely
- Enter the lower parking lot near the Gym Entrance and form a line to one of the cones (there will be several lines in the afternoon car line)
- Parents will walk to the gym doors to pick-up and accompany their children to their cars
- Please do not take your child unless you have informed the teacher/aide so they are accounted for
- Anyone picking up your child must be on the permission list and have identification with them
- Lines will be dismissed by our staff once children are all in their cars
- Please **DO NOT** pull around cars that are waiting in car line to exit the parking lot
- Please follow the faculty directions and turn left when exiting the car line