Arrival and Dismissal Procedures

Morning Arrival Procedures

Students are to arrive between 7:55 and 8:10 AM and will enter through the primary doors. Students arriving before 8:05 will go to the cafeteria. Students entering between 8:05 and 8:10 will go directly to homeroom. Only students may enter the building through the Primary Doors. (All visitors must enter through the front office.) After the 8:10 AM late bell, students must enter the school through the front office. If a child is late, you must bring him or her through the front entrance door (218 W. Washington Street).

There are two locations for parents to drop off their child(ren) in the morning before school. For reasons of safety, and traffic flow, we are identifying each drop off location to be assigned for the capacity and maturity of a child to quickly and independently unfasten themselves, gather their belongings and exit the vehicle safely.

1. WAREHAM ALLEY FOR GRADES 3- 8

In the morning, students grades 3 - 8 may be dropped off in the Wareham Alley behind the school no earlier than 7:55 A.M. along the sidewalk between the first gate and the second gate. No Parents should be getting out of their car while in the Wareham Alley for safety reasons as well as to keep the line of cars moving. Families who have children in both younger and older grades may choose this drop off as long as an older child can quickly and independently assist in the exiting process.

In no way will staff members be responsible in helping a child exit a vehicle. For safety reasons and respect for personal property and boundaries, we are insisting that parents and siblings help our smallest members to exit the car with their belongings. ALL STUDENTS MUST EXIT FROM THE PASSENGER SIDE OF THE VEHICLE.

2. WALNUT STREET/CHURCH PARKING LOT FOR GRADES PREK - 2

The Walnut Street parking lot is most viable for those travelers who need more time and assistance without impacting traffic. Parents of children PreK - 2 are to park in the Walnut Street Lot and walk their child(ren) across to the school playground area. An older sibling may also walk the younger children across the street. For more independent students, parents may drop off and allow their child to walk across safely. There is a crossing guard to assist with crossing Walnut Street.

Afternoon Dismissal Procedures

Dismissal of our students will begin at 3:13. This year we will be dismissing all students from the school's gated lot. All families will be given a number that they must display on their rearview mirror. Each family will be issued 3 tags that correspond to a designated person who they have identified to pick up students.

1. Students with No Siblings/No Carpool Arrangements (PURPLE TAGS):

Students who do not have a sibling enrolled at St. Mary's will be dismissed at 3:13, directly to the school's gated lot. Families who fall into this category of one student at pick up will be allowed to enter the school's center gate (closest to the Adoration Chapel) at 3:05. We ask that these families access Wareham Alley via Washington St. to Walnut St. to help with our traffic flow. When exiting the gates after pick-up all drivers MUST turn right onto Wareham Alley. (Please note that you can then cross Prospect St. or turn right there and left onto Washington. You can turn left on red on Washington because it is a one way street.)

TO MINIMIZE CONGESTION SOME FAMILIES WITH ONLY ONE CHILD ENROLLED AT SMCS WILL BE ISSUED RED AND PASTEL PINK TAGS. RED TAGS WILL PICK UP ON WASHINGTON STREET AND PASTEL PINK TAGS WILL PICK UP ON N. PROSPECT STREET BY PULLING INTO THE STREET PARKING SPACES. **STUDENTS MUST ENTER VEHICLE ON SIDEWALK SIDE AND NOT NEED ASSISTANCE GETTING IN THE VEHICLE OR BUCKLING.

We will be loading one/two rows at a time and filling in the rows as they empty. The rows closest to the wall will load first and exit the lot first. PLEASE FILL IN AS DIRECTED BY THE STAFF AT THE GATE.

If you arrive after 3:18 you will need to go through the same flow of traffic as noted below for the Sibling/Carpool pick-up.

2. **Students with Siblings/Carpool Arrangements (YELLOW TAGS):**

Students who have a sibling enrolled at St. Mary's will be dismissed at 3:13 and go to the gym where they will wait with their siblings for their family's number to be called, indicating that their family has pulled into the lot. Families who fall into this category of more than one student at pick up will be allowed to enter the school's center gate (closest to the Adoration Chapel) around 3:18 but not until we have cleared out the first group of vehicles. Drivers may begin staging in the Walnut Street lot at 3:10, pulling into the lot and up to exit from the lot but not into the area that exits to the road. We ask that these families access Wareham Alley/the Walnut holding lot via Church St. to Walnut St. to help with our traffic flow. PLEASE NOTE THAT YOU WILL NOT BE ABLE TO ACCESS THE SCHOOL'S GATED LOT UNTIL 3:18. WHEN PASSING THROUGH THE WALNUT STAGING LOT YOUR VEHICLE'S NUMBER WILL BE RADIOED INTO THE GYM TO SEND YOUR CHILDREN OUT TO THE GATED LOT.

3. **Students with Red Tags will pick up on Washington Street and Pink will pick up on Prospect Street.**

IMPORTANT THINGS TO REMEMBER:

1. SAFETY IS OUR NUMBER ONE PRIORITY: We are making these changes to ensure student safety and avoiding crossing Walnut Street.
2. NO IDLE ENGINE ZONE: For cleaner air, please turn off your engine if waiting longer than five minutes.
3. PATIENCE IS A VIRTUE: Driver patience as we navigate this new dismissal procedure.
4. TRAFFIC FLOW: Please follow the traffic patterns to ensure a smooth flow of traffic
5. VEHICLE TAG NUMBER: Please be sure your tag number is hanging from your rearview mirror.
6. SEE MAPS: Please see maps below for detailed photos of traffic flow.
7. WE ASK THAT CELL PHONES NOT BE USED WHEN INSIDE THE GATES TO KEEP TRAFFIC FLOWING AND FOR STUDENT SAFETY.
8. PLEASE FILL IN AS DIRECTED BY THE STAFF AT THE GATE AND EXIT WHEN DIRECTED BY A STAFF MEMBER.
9. When exiting the gates after pick-up all drivers MUST turn right onto Wareham Alley. (Please note that you can then cross Prospect St. or turn right there and left onto Washington. You can turn left on red on Washington because it is a one way street.)

Students not picked up by 3:25 will be taken to the aftercare classroom and can be picked up there. After care charges will apply.

Campus Maps/Traffic Flow



