

## Saint Edward's Carpool Drop-Off/Pick-Up Procedures

### Morning Drop-Off:

- Students can be dropped off at **7:30am** but **NO EARLIER** as there is not an adult on duty until that time. Students may enter classrooms at 7:45. Students may be dropped off at the Main Entrance door off the school parking lot only. No child should be dropped off from other areas of the parking lot or on any of the surrounding streets. Those coming east on 9<sup>th</sup> St should turn on Commerce or Rock and form a line straight down 8<sup>th</sup> St to the parking lot entrance on Sherman Please do not turn off 9<sup>th</sup> onto Sherman. This causes traffic to back up on 9<sup>th</sup> St causing a hazard to the Fire Department in case they receive an emergency call. There will be parent volunteers and teachers on duty to help the children out of the cars. Students dropped off prior to 7:45 will wait in the courtyard area, or in case of rain or extreme cold go to the gym.

### Afternoon Pick-Up: 3:00

Cars pick up from two locations –

- **“Ferry Street Side”- Students grades PreK, K, 3<sup>rd</sup> - 5<sup>th</sup> and all siblings will be picked up in this line.** Cars should turn off 9<sup>th</sup> onto Rock or Commerce then turn right onto 7<sup>th</sup> St and right again on Ferry Street. Please do not use 8<sup>th</sup> Street as this will tie into the congestion for the Main Entrance side pickup line. Students will be put in cars by Teachers and Safety Patrol at the Elementary building door. **Parents may not park and walk to pick up students. You must go through the carpool line.**
- **“Main Entrance Side”- Students grades 1<sup>st</sup>, 2<sup>nd</sup>, 6<sup>th</sup>- 8<sup>th</sup> that do not have siblings will be picked up at this spot.** Those coming east on 9<sup>th</sup> St should turn on Commerce or Rock and form a line straight down 8<sup>th</sup> St to the parking lot entrance on Sherman. Please do not turn off 9<sup>th</sup> onto Sherman. This causes traffic to back up on 9<sup>th</sup> St causing a hazard to the Fire Department in case they receive an emergency call.
- We ask that parents follow these pick up procedures and refrain from parking and walking in to school to retrieve students. This helps us keep track of children as well as prevents pedestrians crossing through car lines. If you need to pick your child up early from school we ask that you do so by 2:45.

**Students not picked up by 3:15 will be sent to Aftercare and may be charged the one day fee of \$10.**