

**ARRIVAL AND DISMISSAL PROCEDURES (2024-2025)**

**PLEASE READ!**

**Please share with anyone who may be dropping off or picking up your child.**

Attached is a map of the carpool, drop off and pick up route that I ask you to follow for the safe arrival and departure of your child(ren). I realize that on the first day of school you may wish to walk your child(ren) to the front of the building. If this is the case, I ask that you park in areas that will not hinder the carpool line. After the first day, all students are to be dropped off in the carpool line. **Students must be able to get out of and into the vehicle on the passenger side.**

**Early Morning Care-6:30am-7:35am:**

- Children in grades Pre-K through 4<sup>th</sup> grade must be escorted by an adult to the morning care room and signed in.
- Children in grades 5<sup>th</sup> through 8<sup>th</sup> may sign themselves into morning care. However, if your child proves he/she is not responsible enough to perform this task, an adult will be required to accompany the student for the remainder of the school year.

**ARRIVAL:** All cars are to remain in the carpool line. All children are to remain in their cars until the morning supervising staff members are outside and begin releasing them from their vehicles. No child is to get out of the vehicle until they are in the appropriate drop off area and supervising personnel is present.

In the morning, we will begin carpool arrival procedures at 7:40AM. Students dropped off prior to this time should report to morning care and will be charged for this service. You should arrive in front of the school no later than 7:55am. All students should be **in** their respective classroom by 8:00AM, otherwise they will be marked tardy. If your child arrives to school after morning supervising staff members have left their posts, you will need to walk your child to the main office front door. **DO NOT** let your child get out of the car and come across the carpool line unattended. Drivers are not always looking forward when they are moving their vehicle. All children arriving to school must be escorted by an adult.

**2:50PM DISMISSAL:** Carpool line begins on O'Regan Lane by the Rectory.

- If you are the first car in line, you must stop on O'Regan Lane by the Rectory (there is a sign). You may move forward when motioned to do so by the carpool attendant.
- If you are the last car that can line up on O'Regan Lane before turning into the parking lot to make the loop, please place the **Orange Cone** behind your car signaling all cars that come after you to make the turn. This would be very helpful, as our safety patrol and carpool personnel are not always going to make it out to this post before it is time to place the cone.
- Obey the directions of the carpool personnel and safety patrol. Do not **under any circumstance** drive around the safety patrol manning the post on O'Regan Lane. When the patrol is holding up a STOP sign, it means you should stop until given a direction to move.
- Be courteous to the other cars in line and take your position in line as you arrive. If there are already cars in the parking lot loop, you must turn and take your place in line (even if you think you can squeeze one more car in on O'Regan Lane.)

Blessed Trinity Catholic School will be providing each family two signs to be used when picking your child(ren) up in carpool. You may wish to attach a string or hanger to the card so that you may hang it from the rearview mirror. If you require an additional card, please let us know. Additional signs may be requested at a cost of \$1.00 each. Please place this sign in the front window so that it is easily seen by the carpool attendant. **KEEP SIGN IN WINDOW UNTIL AFTER YOUR CHILD IS PLACED IN THE VEHICLE.** Any individual attempting to pick up a child without a sign issued by BTCS will be asked to park and wait until carpool has ended (even if the attendant knows the individual) Faculty and office personnel are NOT available to attend to those without a proper sign until carpool has ended. Once carpool has ended, the adult may walk to the front of the school building with their Identification to retrieve the child if proper authorization is in place.

**For the safety of the children and carpool attendants, the use of a cell phone while in the carpool line is prohibited.**

Any student that is not picked up by 3:05PM will be sent to extended day and will be charged for this service. Extended care is \$6.00 per hour or any portion of an hour and is applied as soon as the student is checked in to extended care. Parents will need to park and come to the front door of the school to sign out the child.

\*\*\*\*\* During the first two weeks of school, please expect carpool dismissal to take longer as the staff and students become familiar with the procedure \*\*\*\*\*

Cars begin to line up for afternoon dismissal as early as 2:00pm. If you need to get to an appointment at the end of the day and feel you cannot wait in the carpool line, you will need to notify the school office that you will be picking your child up early- **BEFORE 2:35pm.** We will be unable to accommodate your request if you arrive after this time. If you arrive after 2:35pm you will be directed to join the carpool line or wait until carpool is finished. Children cannot be signed out early on a regular basis. When you arrive to pickup your child prior to 2:35pm, please call the school office so your child may be escorted out to your car. You will be required to sign an early release slip.

**If you must park and cross to the school building, please use the designated crosswalk. WAIT UNTIL ALL CARS IN THE CARPOOL LINE HAVE COME TO A STOP—DO NOT EXPECT THE CARS TO STOP FOR YOU. IF YOU ARE IN A VEHICLE AND THE CARPOOL LINE IS MOVING, PLEASE DO NOT STOP AND WAVE PEDESTRIANS ACROSS IN FRONT OF YOU.** All drivers should drive with caution as, unfortunately, not everyone follows the safety rules put in place.

**PRE-KINDERGARTEN Class A DISMISSAL:** The dismissal procedures will be the same as the 2:50PM dismissal procedures, the only difference being the time of dismissal at 11:10AM. All students should be picked by 11:15AM or you will be charged an extended care fee.

Remember that the carpool procedures are for the safety of you and your children. Be alert, drive slowly (5mph speed limit), carefully and **please be patient.** **DON'T BE A DISTRACTED DRIVER-PLEASE PUT YOUR CELL PHONE DOWN THROUGHOUT THE CARPOOL LINE.**

*With your cooperation we will have a safe year.*