SACRED HEART SCHOOL DROP-OFF AND PICK-UP PROCEDURES *Revised 5-2-2016*

***ARRIVAL*: From 8:20 – 8:25 a.m. Tardy at 8:30 a.m., all students must be seated in their homeroom.**

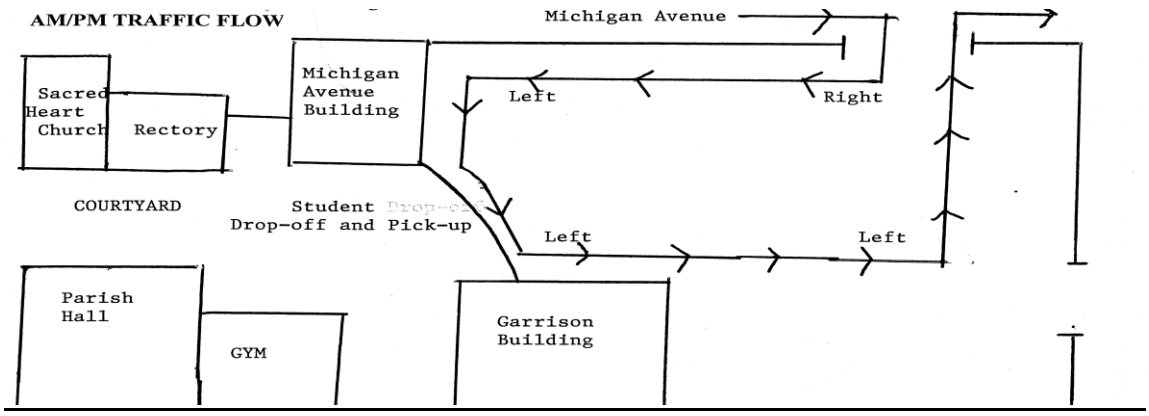
- **Do not drop off early**. Enter via the Michigan Avenue entrance; turn right into the parking lot.
- Proceed to the student drop-off area (see map below), children exit via the right side of the car and report directly to their classrooms.
- Exit via the Michigan Avenue gate and turn right only onto Michigan Avenue.
- Please only park in parking lot, we need to keep the line moving.
- **Please keep the circular driveway clear (for our seniors and handicap) for the 9:00 a.m. Mass.**
- **No Parking allowed in the Howe-Peterson parking lot; please use Howe-Peterson's auxiliary lot located on the corner of Howe and Garrison Streets.**
- **Do not drop-off students in the bus lane on Garrison.**

***DISMISSAL:* At 3:40 p.m.**

- Enter via the Michigan Avenue entrance.
- Turn right into the parking lot and park your car in marked spaces. (Do not park in lane near playground).
- For grades K – 5 please pick-up your child/ren from their teacher in the student pick-up area. Grades 6 – 8 may proceed cautiously to their parent's car. Older siblings in grades 6 – 8 may pick-up their younger siblings from their teachers and proceed cautiously to their parent's car.
- Once you have picked up your child/ren, exit out via the Michigan Avenue gate and turn right only.
- Due to the limited amount of parking spaces please leave immediately after picking up your child to free up parking spaces.
- **No Parking allowed in the Howe-Peterson parking lot; please use Howe-Peterson's auxiliary lot located on the corner of Howe and Garrison Streets.**
- **Do not pick-up in the circle drive or on Garrison.**

PLEASE. . .

- **For your safety DO NOT** make a left from Michigan Avenue into the Sacred Heart parking lot.
- **For your safety DO NOT** make a left onto Michigan Avenue when leaving through the Michigan Avenue gate.
- **For the safety of our children, no children are to be playing on the play structure during dismissal.**
- Remember to park in designated areas only. (Do not park in lane near playground).
- Remember to follow the traffic flow. **Courtesy, patience, and safety are always a plus in parking situations.**

REMEMBER:

- **The parking lot is closed each school day from 11:40 a.m. until 1:00 p.m. for recess.**
- Students or younger siblings are not allowed to play with balls or to be on the playground equipment before school or at dismissal.
- Please note these procedures may change. Parents will receive prior notification of any changes.
- When there is no bus service, please feel free to use Garrison for drop-off and pick-up. For grades K – 4 please advise your child and his teacher of his pick-up location during no bus days. Carpooling is also suggested to alleviate over-flow traffic congestion.
- **Students are not allowed to use cell phones or any technology device to contact others while on school grounds or at school from 8:00 am – 4:00 p.m. or if attending Champions (latchkey) from 7:00 a.m. – 6:00 p.m.**