

ST. EDWARD CATHOLIC SCHOOL
PICK-UP/DROP-OFF PROCEDURES
2008-2009

The following morning DROP-OFF PROCEDURES will begin Monday, August 25, 2008: (See MAP)

- There should be a SINGLE line of traffic on the back road during the morning drop-off. Please do not double up cars on the road in the mornings. Cars need to have the option of going right or left at the end.
- When a vehicle enters the ENTER only driveway, the right lane will be for those dropping off Pre-K and grades 5-8, and the left lane will be for those dropping off grades K-4.
- After unloading at the Elementary drop-off zone, those cars will have to merge into traffic coming from the right hand side in order to get on the back road. Please be careful and courteous.
- The safety patrol students will continue helping children get out of cars at the Elementary building in the mornings. Please drive SLOWLY, especially in this area.
- If your children MUST exit the vehicle on the passenger side, please instruct them to walk IN FRONT of **your** vehicle so you can see them at all times until they safely enter the building.
- Those in the right lane who will be dropping off Pre-K and grades 5-8 should continue around on the back road, turning left in front of the SEEC building.
- Those who dropped off all students at the elementary building should continue on the back road, exiting to the right into the easternmost lot by the new backstop and shed.

The following afternoon PICK-UP PROCEDURES will begin Monday, August 25 (See MAP)

- The LOADING ZONE for the yellow line is located in the front of the school at the SEEC (Jr. High) building. The LOADING ZONE for the blue line is in front of the Sports Field. Please place your blue or yellow family name(s) card in the windshield so that it can be easily seen by the teachers. Students will be standing by grade level and asked to keep an eye out for their vehicle.
- Staff members will be helping direct traffic. The LOADING ZONE will be opened at 3:15, after all classes are present at dismissal. Vehicles will be asked to pull forward to behind the car in front so that we may load at least 6 vehicles in each

line at one time in the loading zone. Faculty and staff members will open the doors for the students to get inside the vehicles.

- Once the 6 vehicles are at a complete stop, with each one in PARK within the loading zone, students will be walked to the vehicles and loaded. Once all vehicles are loaded and ready to go, one line at a time will be released. If the children in your vehicle are not ready to load in time, you will be asked to exit the loading zone, park in the easternmost lot, and wait until the carpool line is finished when the children will be walked to your vehicle. You have the option of exiting the parking lot and going back through the line if you prefer.
- It is important that each and every vehicle follow the route exactly as indicated on the procedure map. Impatience with the system increases the likelihood of an accident and puts our children and staff at risk. Please expect delays at the beginning until everyone becomes familiar with the system.
- Drivers are to remain in their vehicles at all times. If you must pick up your child early for an appointment, please do so at least an hour before dismissal by signing them out in the office. After 2:30 (1:30 for 2:00 dismissal), you will not be able to check your children out through the office.
- No students will be allowed to walk to vehicles that are parked in the parking lot, and no students are to be picked up in any area other than the designated pick-up loading zone.
- Please do not get in the pick-up line any earlier than 3:00 (1:45 for early dismissal). There is only one entrance/exit route for the property, so vehicles that arrive earlier to line up will cause a safety hazard for everyone.
- If you are a parent who must be in the building at the end of the day because of business or volunteer work, you must wait until the carpool line is complete before you and your children walk to your vehicle in the parking lot.
- SEED students will be meeting in the gym to sign in for the Extended Day Program. Therefore, if there is a mix-up and a student erroneously goes to SEED, they can easily be taken to the carpool line if someone comes to pick them up. Once carpool is finished, all students who are remaining will be walked to the Annex and charged a fee for SEED.
- As always, the school office and your children's homeroom teachers should know in advance all parties who are authorized to pick up your children.

ST. EDWARD CATHOLIC SCHOOL
SPRING, TEXAS

August 20, 2008

Dear Parent:

For the safety of St. Edward Catholic School students and parents, we will begin the yellow/blue carpool pick-up procedure in the afternoon on August 25, 2008. Only families that are carpooling with other St. Edward families need to fill out the form below and return it to the homeroom teachers by tomorrow, August 22, 2008. All families will receive either a yellow or blue card with the family name printed on it. Please come to pick-up on Monday with your card visibly displayed in the front windshields of your vehicles.

Family Name: _____

Driver(s) of Carpool: _____

Students in Carpool

Grade Level:

If a person other than the parent or guardian has permission to pick-up your child please list the names on the Student Emergency Information Form (brown). If this changes during the year, please send a note to the school office signed by a parent or guardian. Thank you!

Mr. Sawka