# Drop-Off Procedure

Drop off is a drive thru process. Parents should travel East on Lime Street, turn North on Vista Lane and then West on Marble Street (see attached map/diagram). This will bring you right along the side of the gym. Pull all the way forward to the stoop sign. Approximately 3-4 vehicles should be able to drop off their children at the same time. Children will exit the vehicle on the parking lot side. Parents are asked to Not get out of their cars. As soon as your child/children are out of the car, please move forward through the 4-way stop at Marble and Broadway. There is no way (in advance) to know how many cars will be lined up waiting to drop off children at exactly the same time. Should a "line" build up on Vista Lane, please use the back playground as a "holding area" until you see that it is your turn to pull along the gymnasium. Vista Lane is a street lined with homes and garages. Please do not block their exit while waiting to drop off your children... wait your turn in the back playground.

If you need to visit the school, school office, church or rectory DROP OFF YOUR CHILDREN FIRST and then proceed to the big lot across from the school and park your vehicle. This also applies if you have things to unload from your vehicle (such as from the trunk). There will a crossing guard at the 4-way stop at Marble and Broadway.

# Pick-up Procedure

When picking up your children, park in the Big Parking lot on Broadway St. across from the school and church (see attached map/diagram). Parents should back in to the parking spaces. This is a safety procedure to avoid any child getting hit or run over after they are dismissed and in the parking lot. This will enable you to pull right out after your children enter your car. Teachers will walk the students across the street with the help of the crossing guard at the 4-way stop at Marble St. and Broadway St. Children should not run or play in the parking lot but walk directly to their car. When leaving the parking lot, do not pull onto Broadway Street use the exits on Marble St. or Ruby St.