

## DIRECTIONS FOR DROP-OFF AND PICKUP

### DROPPING CHILDREN/YOUTH OFF AND PICKING UP CHILDREN/YOUTH

Wednesday evening dismissal will vary according to group levels to assist with the safety of all children and adults in light of the time of day and following the Safe Environment Protocols.

**FIRST WEEK ONLY:** If you have pre-registered, please drop off your child/children at the Prince of Peace Catholic School main entrance doors at least five minutes before class begins.

If you have **NOT** pre-registered, parents will need to stop at the registration table in the lobby. Then, follow the directions below in subsequent weeks.

**Drop Off:** Enter the parking lot west of the school from 4<sup>th</sup> Avenue South.

Drop off children at the entrance doors – west side of the school between 6:05 and 6:15 pm.  
*Be sure we have class, and your child/children enter the inside set of doors before you leave.*

The building doors are locked at 6:30 pm to keep our children safe and secure each night. Please arrange with the Religious Education Office if your child/ren will be arriving late.

Parents don't come into the building when picking up their child/ren at 7:30; all parents should use the carline for pickup.

Parents who attend the adult session will have their child/ren released following the group prayer.

If you need to speak to Brenda or the Faith Formation office, please make arrangements other than during class time.

#### **Elementary Carline Dismissal:**

**Everyone needs to use the carline for dismissal.**

Children will file outside the doors and wait for their family car in the carline procession at **7:35 pm**. We will load the first three cars. Two or three adults are wearing reflective vests which will be loading vehicles. We will load three vehicles at a time. Please follow their instruction as to where to stop for the loading of your child/ren. While using the carline, please place the family name cards (given out the first night) on the passenger side of the vehicle window to help move the carline along. **Because of safety concerns, do NOT** leave the carline before the car/s in front of you. Please move forward in a single carline. **The carline should always be a single lane.**



**Please do NOT park in the parking lot and expect a child to cross to the lot through the carline. THIS IS NOT ALLOWED. It distracts the supervising adults and the drivers in the carline and is dangerous for everyone.**

#### **Middle School Carline will dismiss at 7:40 pm:**

Youth will file outside the doors at around 7:40 pm or when the elementary carline has finished. Parents should wait for their child/ren on the South parking lot across from Sacred Heart Chapel. Parents are encouraged to be part of the carline procession. Please follow the carline instruction listed above for the carline following the Elementary dismissal.

#### **High School Carline will dismiss at 8:05 pm:**

Youth will file outside the doors at around 8:05 pm. All parents of youth should pick up their child using a carline; please follow the carline instruction listed above for the Elementary carline. Youth who drive themselves will dismiss to the parking lot.

Please note: Youth can NOT transport other youth from this event unless they are siblings. (This is a diocesan policy and is in place for liability reasons.)

**Please be careful when leaving the parking lot to ensure the safety of all.  
The parking lot is dark for most of the year at dismissal time.**

## DETAILED DISMISSAL PROCEDURES 2021-2022

1. 7:25 pm - Kindergarten through 5<sup>th</sup> grade classes dismiss to lower hallway and pray a nighttime prayer together. They are given final instruction and handouts for the week.
2. Everyone needs to use the carline for the safety of everyone!
3. Elementary carline begins at 7:35:
  - a. Children in K – 5<sup>th</sup> grade will move outside by way of the front entrance doors.
  - b. Elementary carline procedure:
    - i. Cars should stop with their front tire by each of the cones. The cones represent a pickup spot.
    - ii. The first two or three cars are loaded.
    - iii. Children are NOT to load in their vehicles beyond the third car.
    - iv. Two or three adults are wearing reflective vests which will be loading vehicles.
    - v. Please follow their instruction as to where to stop for the loading of your child/ren. The orange cone on the sidewalk should line up with your front tire.
    - vi. **Because of safety concerns, do NOT** leave the carline because your child/ren is/are loaded.
    - vii. Please continue moving forward in a single carline as you pull away.
    - viii. **The carline should always be a single lane.**
    - ix. If you need to speak with Brenda Bertram or one of the Catechists, please park your car and wait for the carline to finish. Brenda and the Catechists are always available after the carline duties are complete.
  - c. 7:40 or after carline is clear:
    - i. Any children not picked up will be brought back into the office to wait for their ride.
    - ii. **Adults** picking up their children after the carline is clear **must** come to the office to claim their child/ren. Catechists return to their classrooms to tidy up and are not able to supervise this process. Children should not exit the building without supervision from office help.
4. Middle School carline procedure:
  - a. Middle school carline begins at 7:40 or after the Elementary carline is completed.
  - b. Parents must park in the southwest parking lot (across from Sacred Heart Chapel).
  - c. Parents should move to the carline spots following the Elementary dismissal.
  - d. Youth will dismiss through a carline from the main doors of the school.
  - e. Parents may need to move from the elementary carline into the middle school carline for the safety of everyone.
5. High School carline procedure:
  - a. High School carline begins at 8:05.
  - b. Youth will dismiss through a carline from the main doors of the school.
  - c. Parents should follow carline procedures following dismissal.
  - d. Youth who drive themselves to the church should park in the southwest parking lot (across from Sacred Heart Chapel). Youth cannot transport others from this event unless they are siblings. (This is a diocesan policy for liability reasons.)

**Please be careful when leaving the parking lot to ensure the safety of all.  
The parking lot is dark most of the year!**