



Dear Early Childhood Parents,

Happy New Year! I hope you and your family are doing and feeling well and that your child is getting back in the swing of school days. As I visit the Early Childhood classrooms each day, it is wonderful to see the excitement and joy our students have while making friends, taking part in engaging and purposeful lessons, and sharing the love and compassion of Christ with their classmates and teachers. We truly have a special school community, and I am proud of what I see, hear, and experience each time I walk into a classroom or down a hallway. Thank you for all that you do for your child, including sending them to St. Mary's for their academic and faith formation.

After assisting with morning arrival last Friday morning, I wanted to reach out to review arrival and dismissal procedures not only for the benefit of our new families who joined the St. Mary's School community in January, but also as a reminder to established families. **Please remember that the faculty or staff member who is acting as greeter is busy assisting, watching, and helping each child arrive to school in a safe manner, which is an important responsibility.** Although they may have time to visit with you briefly, their first and foremost responsibility is watching each child enter our school in a safe manner.

Morning Arrival – 7:30 to 8:05 a.m.

- **In the morning, please pull into a parking spot. Please ensure that your child is with/near you as he or she exits your vehicle and crosses the parking lot traffic before walking onto the school sidewalk.**

- When walking your child down the sidewalk, there are 2 options for dropping your child off to be walked in the school. You may drop your child off with the aide who is greeting students and parents at the end of the sidewalk or you may walk your child up to the school doors for an aide to walk into the school
- Please walk your child either to the aide who is greeting families or to the Early Childhood entrance. Aides may not unbuckle and/or remove any child from a car seat. Early morning drop off can be busy at times so please walk your child to a St. Mary's faculty or staff member, do not drop them off and have them walk up the sidewalk by themselves.
- The first school bell rings at 8:00 a.m., the tardy bell rings at 8:05 a.m. Faculty and staff members may remain outside for a few minutes after the tardy bell rings, but **if you arrive to school after 8:10 a.m., you need to park your car and walk your child into the main entrance of the school.** Once school begins, faculty and staff members need to be in their classrooms getting the school morning started. **If you are arriving after 8:10 a.m., please do not ring the Early Childhood intercom bell to be let into the school with your child.** Please walk them into the school's main entrance so they may be checked in and taken to class.
- **If your child has a morning appointment and needs to leave campus before his or her dismissal time, please enter through the school's main entrance.** Your child will be brought to the school office and you will be asked to sign your child out. No child may leave the school before 11:00 a.m. or 3:10 p.m. dismissals through any other door in the school.

Early Childhood Dismissal 11:00 a.m.

- Parents who have an Early Childhood student who will be leaving school at 11:00 a.m. will pick their child up from the gravel lane on the north side of the school. This gravel lane is accessible from the north end of the main parking lot and surrounds the east side of the school exiting on to 32nd Street.
- Parents will pull up to the sidewalk on the north side of the building either showing their laminated car sign or laying it in the front dashboard area of their car for a staff member

to see/read. The staff member will use a walkie-talkie to notify other staff members in the school that you have arrived, and a staff member will walk your child out to you.

- Parents are required to securely buckle up their child in a car seat/booster seat before leaving campus.

St. Mary's staff members are not allowed to buckle up any child.

- Once your child is securely seated, you will **SLOWLY** drive along the gravel lane, exiting the parking lot on to 32nd Street.
- If someone other than a parent or registered guardian will be picking up your child from school, you **MUST** notify the school office well in advance so Early Childhood teachers may be notified.
- **If someone tries to pick up a child without a Car line Card and/or the school office has not been notified, they will be asked to park their car, enter the school wearing a mask and with proper identification, and the student's parent will be called to give authorization for the adult to leave campus with the student.**

Afternoon Dismissal at 3:10 p.m.

- There will be two pick up areas on campus for afternoon dismissal. The main entrance will serve as the dismissal location for all students with a last name starting with A - M. Students with a last name starting with N - Z will be dismissed from the parking lot located on the east side of St. Mary's Church, which is entered and exited from 32nd Street.
- The dismissal bell at St. Mary's rings at 3:10 p.m. Students will leave their classrooms with their teacher, students with last names starting with letters A - M will be seated in the Commons, students with last names starting with letters N - Z will be seated in the Parish Hall, and students who are staying for After School Care will be checked in and seated in the cafeteria.
- Depending on your last name, parents will drive up to the designated pick up area and wait patiently to pull up to the sidewalk area, either showing their laminated Car line Card or laying it in the front dashboard area of their car for a staff member to see/read. The staff member will use a walkie-talkie to notify other staff members in the school that you

have arrived, and your child will walk out for you to buckle up and then leave campus. Younger students will either be walked out with older siblings or by a staff member.

- Parents are required to securely buckle up their child in a car seat/booster seat before leaving campus. St. Mary's staff members are not allowed to buckle up any child.
- If someone other than a parent or registered guardian will be picking up your child from school, you **MUST** notify the school office well in advance so teachers may be notified.
- If someone tries to pick up a child without a car line card and the school office has not been notified, they will be asked to park their car, enter the school wearing a mask and with proper identification, and the student's parent will be called to give authorization for the adult to leave campus with the student.