



St. Patrick
CATHOLIC SCHOOL

Arrival and Dismissal Procedures

START
WITH LOVE

Where the
love of God
is, there is
purpose.



General Information

The arrival and dismissal procedures were created to ensure a safe and smooth system for families to drop off and pick up their children before and after school. It is important that families follow the instructions in order for the system to run smoothly and keep our students safe.

- Each family will be assigned a DOOR (A, B, or C).
- DROP OFF and PICK UP your child(ren) at the same door every day.
- You will receive a family name sign for your car. It is really important that you please place it in the front windshield of your car each day as it greatly assists our staff in directing traffic to the proper doors along with assisting in ensuring all students are escorted to the proper vehicles.
- It is important that you use the app for dismissal (see Dismissal section for details)
- The drop off and pick up times will be staggered to allow for less traffic congestion.
- We ask that all cars enter by turning right into the parking lot (entering from the west) **NO LEFT TURN ENTERING PARKING LOT.**
- When you exit, please turn right (east) to avoid traffic back ups in the school parking lot. **NO LEFT TURN EXITING PARKING LOT.**
- There are two lanes just beyond the main entrance to allow for better traffic flow.
- Please pay attention to our traffic monitors.

Door A: Gym Doors

Door B: Middle Doors

Door C: Circle Drive



Blue Line - Door A Traffic Flow
Green Line - Door B Traffic Flow
Yellow Line - Door C Traffic Flow



Where the love of God is, there is purpose.

Morning Arrival Procedures

Schedule for Morning Drop-off

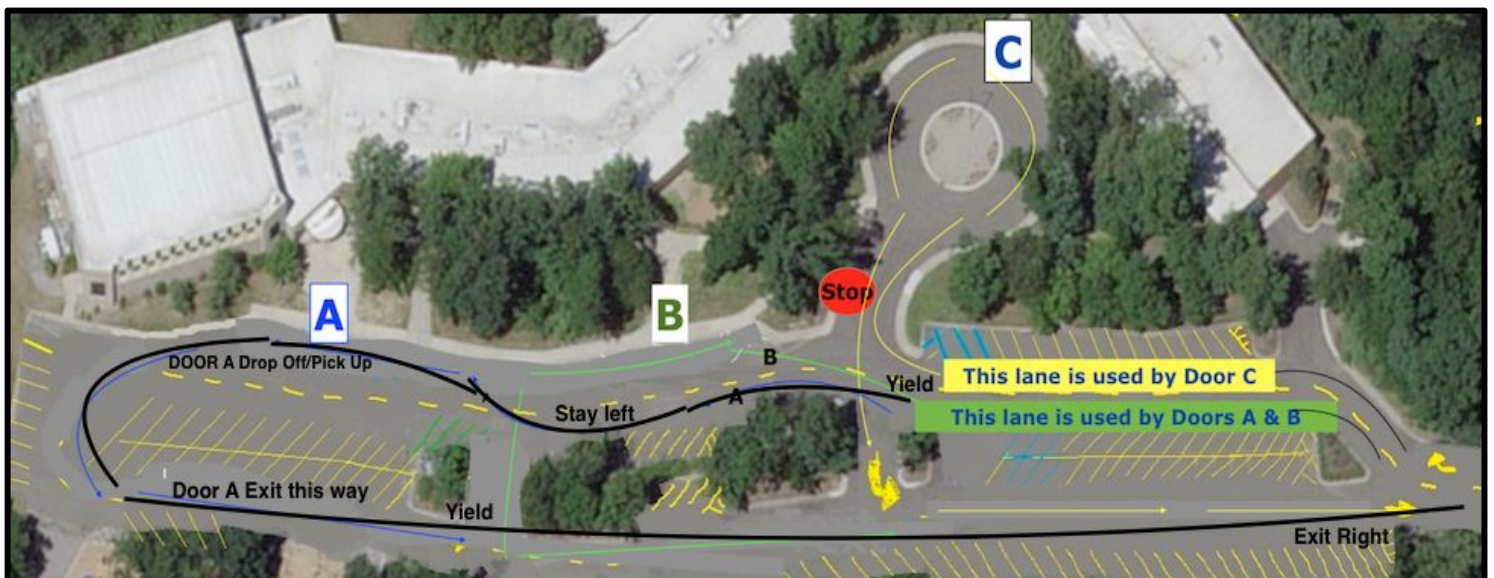
We would like to ensure that all students have enough time to comfortably enter the building and reach home rooms in a timely manner. Please remember to use your family's designated door ONLY.

We kindly ask that you DO NOT ARRIVE EARLIER THAN 8:25am. Additionally, please NOT DROP OFF STUDENTS AT ENTRY DOORS PRIOR TO 8:25 as the doors are not staffed prior to that time.

Door A (Gym Door) Drop-off Procedures

- All families assigned to Door A (Gym Door) will pull into the parking lot and when the driveway splits into two lanes, please pull into the left lane immediately.
- When you reach the circle drive, please pause for traffic exiting from the circle drive. Watch traffic director.
- Stay in the **left lane** until you reach the sign near the gym (Door A).
- Please pause to allow for traffic exiting from Door B (on your right). Watch traffic director.
- At the Door A sign, pull right into the Gym Door lane.
- Children **MUST** exit on the passenger side only.
- After you drop off your child(ren), please proceed all the way to the end of the parking lot and circle around to the left.
- Please **STOP** to allow traffic pulling into the exit lane from Door B and Door C.
- When exiting the parking lot, please turn right to avoid traffic backups in our parking lot.

Please see the map below for Door A directions (noted in black).

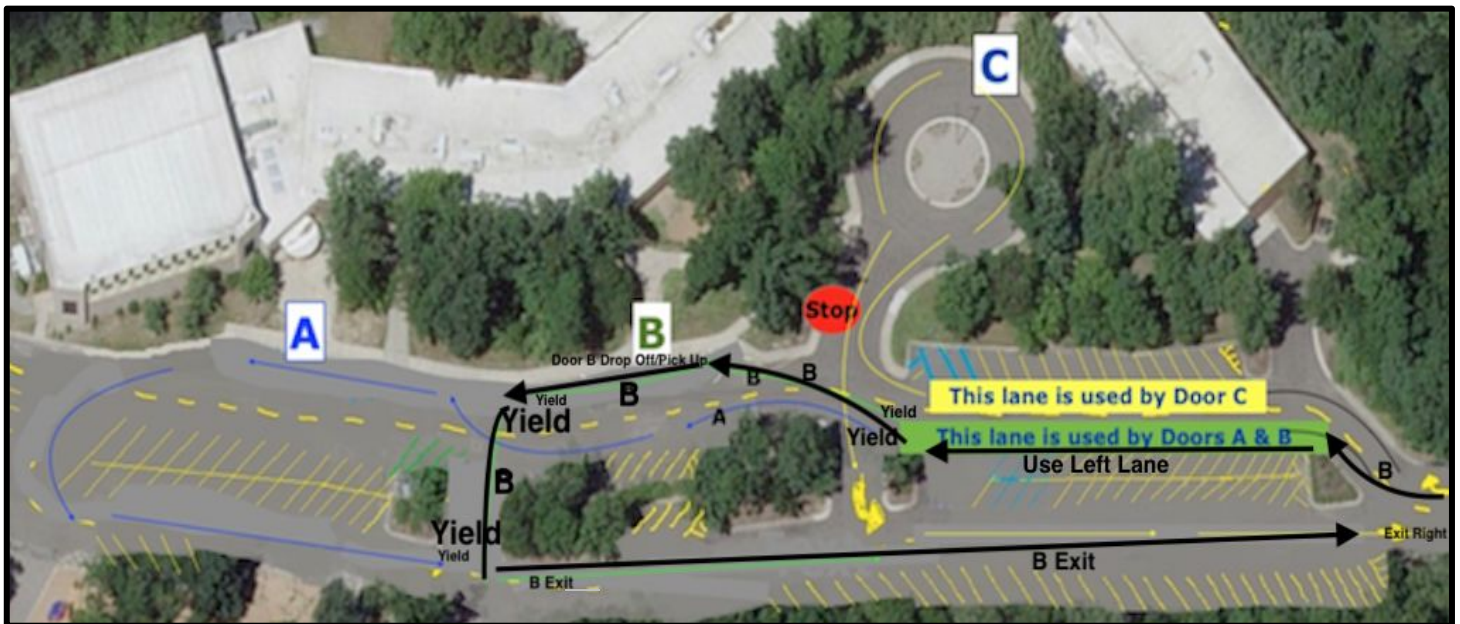


Morning Arrival Procedures

Door B (Middle Door) Drop-off Procedures

- All families assigned to Door B (Middle Door) will pull into the parking lot and when the driveway splits into two lanes, please pull into the left lane immediately.
- When you reach the circle drive, please pause for traffic exiting from the circle drive. Watch traffic director.
- Immediately after the circle drive, pull right into the Door B (Middle Door) lane.
- Children **MUST** exit on the passenger side only.
- After you drop off your child(ren), please **PAUSE** for oncoming traffic on your left (Door A traffic).
- Pull out and turn left at the Door B exit. Watch traffic director.
- Please **STOP** for traffic pulling into the exit lane from Door A (to your right) and Door C (when you reach the circle drive area).
- When exiting the parking lot, please turn right to avoid traffic backups in our parking lot.

Please see the map below for Door B directions (noted in black).

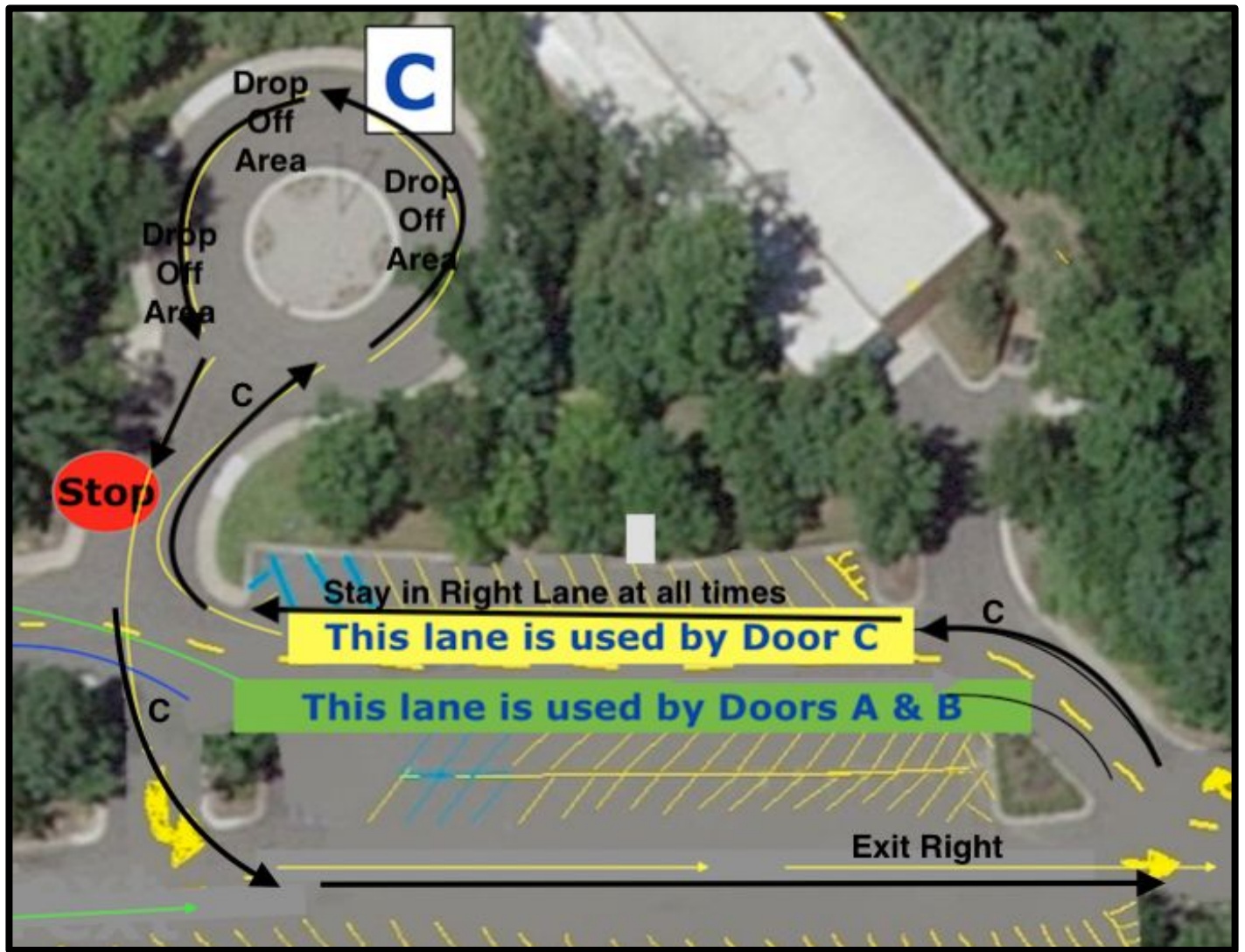


Morning Arrival Procedures

Door C (Circle Drive Door) Drop-off Procedures

- All families assigned to Door C (Circle Drive) will pull into the parking lot and **remain** in the right lane when the driveway splits into two lanes.
- Pull all the way around the circle drive.
- Children **MUST** exit on the passenger side only.
- Students will be asked to step into the **“Safe Zone”** which is located beyond the yellow line (away from the cars). Staff or safeties will assist young children exit the vehicle.
- When exiting the circle drive, please stop for incoming traffic driving in the direction of the gym. (Lane A/B). Watch traffic director.
- When exiting the parking lot, please turn right to avoid traffic backups in our parking lot.

Please see the map below for Door C directions (noted in black).



Afternoon Dismissal Procedures

General Pick Up Procedures

- You will receive a family name sign for your car. Please place it in the windshield each day.
- **Download app on the home screen of your phone** [INSTRUCTIONS ON NEXT PAGE](#)
- At the driveway entrance, input your name in the app:
 - This will let us know the order of arrival of cars and will alert your child(ren)'s teachers to release them to the proper door for dismissal
- Our staff will see your car approaching and signal your children to enter your vehicle.

Please remember to use your family's designated door for drop off and pick up!

PLEASE PLAN TO ARRIVE AT YOUR SCHEDULED PICK UP TIME. DO NOT ARRIVE EARLY and DO NOT LINE UP PRIOR TO 3:35pm.

It is VERY IMPORTANT that you DO NOT arrive earlier than 3:35pm. The bus traffic must enter the correct driveway and it cannot be blocked by cars. In addition, we **cannot** line the streets in violation of city ordinances. If you MUST arrive early, please park in a nearby PUBLIC parking lot (not local businesses as these are private properties) and wait until your assigned time to approach the school.

Last Names N-Z: 3:35-3:42 p.m.

Last Names H-O: 3:43-3:50 p.m.

Last Names A-G: 3:50-3:55 p.m.

Before you Arrive

Please place your family name tag in the passenger side of the windshield so staff can easily identify your car.

- Have your phone ready to select your family name from the drop down list on the the APP.

When you arrive

- Turn right into the parking lot (NO LEFT TURNS INTO THE PARKING LOT)
- Stop near the entrance
 - Select the APP, Scroll to your family name, Select DONE and SUBMIT
 - If you do not have the APP, let the staff member monitoring your Door area know so they can enter it for you on their device.



How to Download the App

Car Pick Up Link: Select the QR Code & upload to home screen.

Or try our [quick link app](#) and upload to home screen.



Or input: <https://form.jotform.com/202401195193044>

And follow instructions below:

iPad or iPhone

1. Launch “Safari” app. This does not work from the “Chrome” app.
2. Enter into the address field the URL of the website you want to create a shortcut to. Tap “Go.”
3. Tap the icon featuring a right-pointing arrow coming out of a box along the top of the Safari window to open a drop-down menu.
4. Tap “Add to Home Screen.” The Add to Home dialog box will appear, with the icon that will be used for this website on the left side of the dialog box.
5. Enter the name for the shortcut using the on-screen keyboard and tap “Add.” Safari will close automatically and you will be taken to where the icon is located on your iPad’s desktop.

Android:

1. Launch “Chrome” app.
2. Open the website or web page you want to pin to your home screen.
3. Tap the menu icon (3 dots in upper right-hand corner) and tap Add to homescreen.
4. You’ll be able to enter a name for the shortcut and then Chrome will add it to your home screen.

[CLICK HERE](#) for detailed iPhone instruction with pictures:

How Does the App Work?

When you download the app, it allows you to open the Car “Pick Up” Line form on the home screen of your phone.

- When you select your family name, DONE, SUBMIT (Do not forget to select submit - look for confirmation).
- Your information will drop automatically into a spreadsheet for ALL staff in the building. Staff will know that you have arrived and where you are in order in the car line.
- Teachers will inform your children that they are dismissed to their designated door. (Staff will assist young students).
- Teachers will be at each designated door watching for the sign in your windshield.
 - When they see your car, they will inform your children that you have arrived and they may enter the car.



Individual Directions and Instructions for Pick Up at Doors A, B, C

Door A Pick Up Instructions

- Do NOT arrive prior to your scheduled pick up time. Turn Right ONLY at the entrance. When the driveway near the entrance splits into two lanes, please pull into the left lane immediately.
- When you reach the circle drive, please pause for traffic exiting from the circle drive. Watch traffic director.
- Stay in the left lane until you reach the sign near the gym (Door A).
- Please pause to allow for traffic exiting from Door B (on your right). Watch traffic director.
- At the Door A sign, pull right into the Gym Door pick up lane.
- Children will enter your vehicle on the passenger side only.
- After you pick up your child(ren), please proceed to the end of the parking lot and circle around to the left
- Please PAUSE and be mindful of traffic pulling into the exit lane from Door B and Door C.
- When exiting the parking lot, please turn right to avoid traffic backups in our parking lot

Door B Pick Up Instructions

- Do NOT arrive prior to your scheduled pick up time. Turn Right ONLY at the entrance. All families assigned to Door B (Middle Door) will pull into the parking lot and when the driveway splits into two lanes, please pull into the left lane immediately.
- When you reach the circle drive, please pause for traffic exiting from the circle drive. Watch traffic director
- Immediately after the circle drive, pull right into the Door B (Middle Door) pick up lane.
- Children will enter on the passenger side only.
- After you pick up your child(ren), please PAUSE for oncoming traffic on your left.
- Pull out and turn left at the Door B exit. Watch traffic director
- Please PAUSE and be mindful of traffic pulling into the exit lane from Door A (to your right) and Door C (when you reach the circle drive area).
- When exiting the parking lot, please turn right to avoid traffic backups in our parking lot.

Door C Pick Up Instructions

- All families assigned to Door C (Circle Drive) will pull into the parking lot and **remain** in the right lane when the driveway splits into two lanes.
- Pull all the way around the circle drive.
- Children will enter on the passenger side only.
- Staff will walk young students to the cars.
- When exiting the circle drive, please stop for incoming traffic driving in the direction of the gym. (Lane A/B). Watch traffic director.
- When exiting the parking lot, please turn right to avoid traffic backups in our parking lot.

