

# St. Patrick School

Drop Off / Pick Up Procedures

2020-21 School Year

# Drop Off Procedures

# Pick Up Procedures

# Maps and Apps

Door A: Gym Doors

Door B: Bus Doors

Door C: Circle Drive

**GENERAL INFORMATION:** *To avoid crowded doorways, hallways and traffic congestion, we have created new drop off and pick up procedures. We ask for your patience as we monitor the flow and safety of our new procedures. Thank you!*

- *Each family will be assigned a DOOR (A, B, or C). You will DROP OFF and PICK UP your child(ren) at the same door every day.*
- *The drop off and pick up times will be staggered slightly to allow for less traffic and less congestion in the hallways.*
- *We ask that all cars enter by turning right into the parking lot (entering from the west).*
- *When you exit, please turn right (east) to avoid traffic back ups in the school parking lot.*
- *We created two lanes just beyond the main entrance to allow for better traffic flow.*
- *Please review the details of this document carefully. **Please watch your email closely- You will receive your door assignment along with your family name tag for the windshield via email and another copy will be sent home with your child on their first day of school.***
- *Please pay attention to our traffic monitors.*

# Before you Arrive

Please note that we are required to pre-screen all students, teachers and staff for COVID19 symptoms before school each day. For your convenience, we have created a COVID19 Screening Form. Please ensure that you fill out the form for each child every morning before school. You can download the form on the Home Screen of your phone. (See procedures on slide 11 of this presentation).

Please submit the following COVID19 Screening before you leave home each morning. This form will also be located on our website.

**COVID19 Screening**

**DROP OFF  
PROCEDURES....**

# Schedule For DROP OFF

We will start with the following staggered drop off times to measure the flow of traffic in the mornings. IF we need to change the timing, we will let you know. 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 be patient as we work through details and we will not count tardies until we have a working process in place.

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

**PLEASE PLAN TO ARRIVE in line at the beginning of your scheduled drop off time**

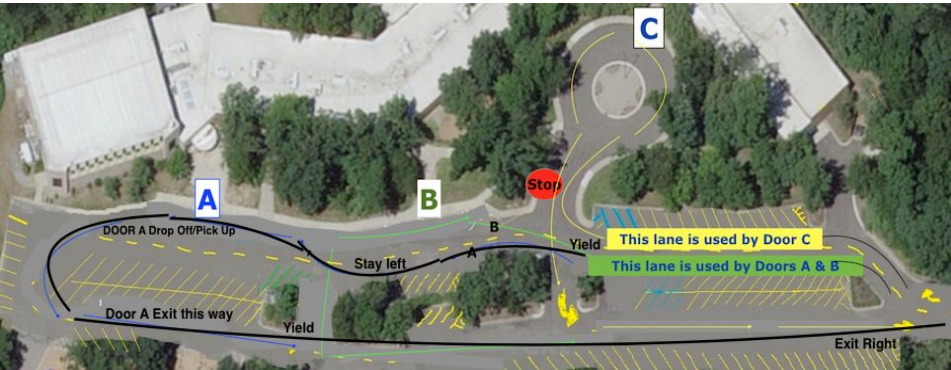
**Families A - G                      8:15 a.m.**

**Families H - N                      8:22 a.m.**

**Families O - Z                      8:30 a.m**

# MORNING DROP OFF PROCEDURES FOR DOOR "A" (Gym Door)

A-G 8:15am to 8:22  
H-N 8:22am to 8:30  
O-Z 8:30 to 8:38



## Door A - Drop Off

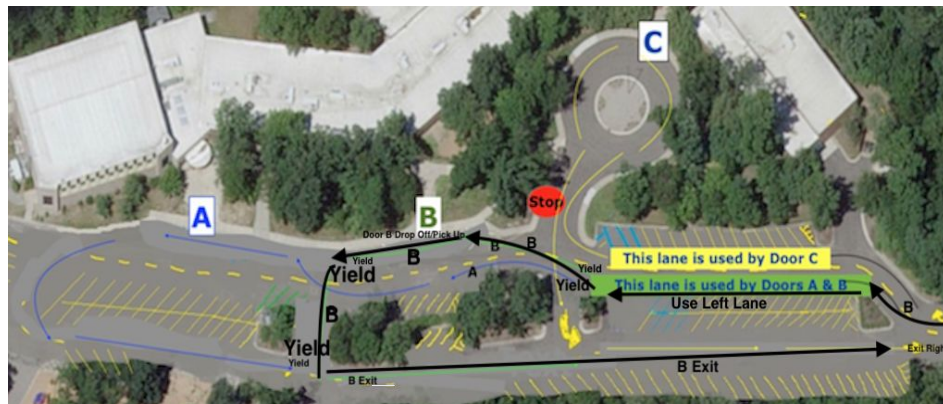
- All families assigned to Door A (Gym Door) will pull into the parking lot and when the driveway splits into two lanes, please pull into the left lane immediately.
- When you reach the circle drive, please pause for traffic exiting from the circle drive.
- Stay in the left lane until you reach the sign near the gym (Door A).
- Please pause to allow for traffic exiting from Door B (on your right).
- At the Door A sign, pull right into the Gym Door pick up lane.
- Children will exit on the passenger side only.
- After you drop off 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.

# MORNING DROP OFF PROCEDURES FOR DOOR "B" (Bus Door)

A-G 8:15am to 8:22  
H-N 8:22am to 8:30  
O-Z 8:30 to 8:38

## Door B - Drop Off

- All families assigned to Door B (Bus 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.
- Immediately after the circle drive, pull right into the Door B (Bus Door) pick up lane.
- Children will exit on the passenger side only.
- After you drop off your child(ren), please PAUSE for oncoming traffic on your left.
- Pull out and turn left at the Door B exit.
- 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

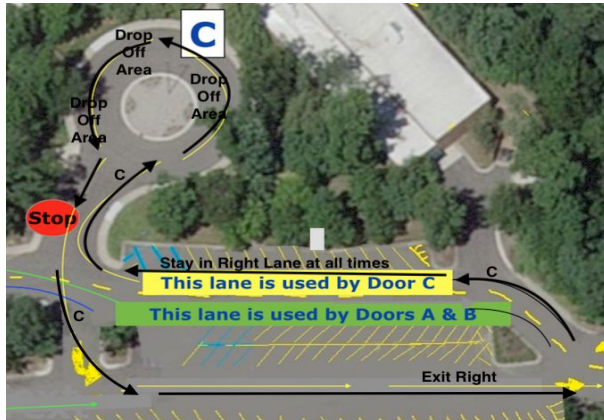


# MORNING DROP OFF PROCEDURES FOR DOOR “C” (Circle Drive Door)

A-G 8:15am to 8:22

H-N 8:22am to 8:30

O-Z 8:30 to 8:38



## Door C - Drop Off

- 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 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 will walk students to the building.
- When exiting the circle drive, please stop for incoming traffic driving in the direction of the gym. (Lane A/B)
- When exiting the parking lot, please turn right to avoid traffic backups in our parking lot.



**PICK UP  
PROCEDURES...**

# GENERAL PICK UP PROCEDURES

- *Download app on the home screen of your phone (instructions next page).*
- *Stop WHEN YOU SEE the STOP sign at the entrance and 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*
- *You will be provided with a sign for your front windshield containing your family name and your assigned door to assist with loading your children at pick up.*
- *Our staff will see your car approaching and signal your children to enter your vehicle.*

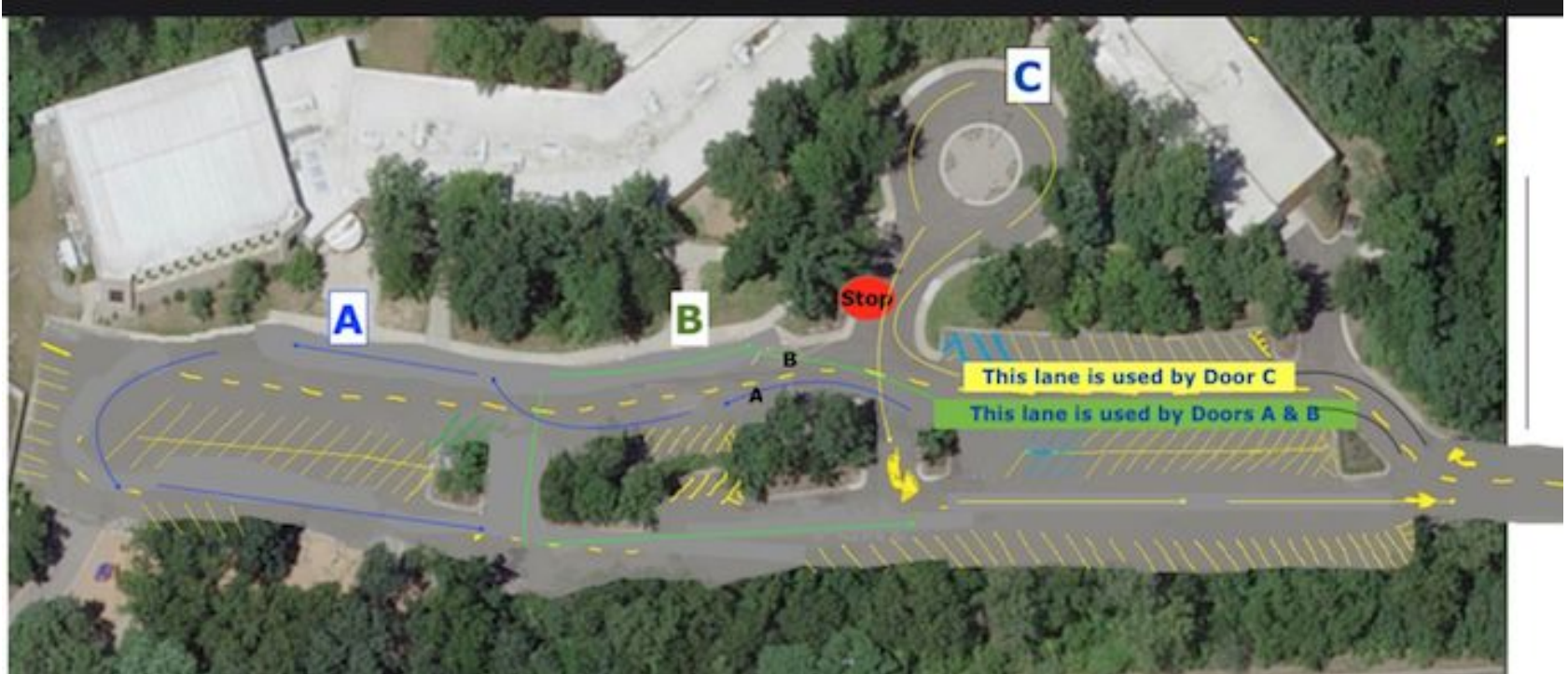
# Schedule For PICK UP

We will start with the following staggered pick up times to measure the flow of traffic. IF we need to change the timing, we will let you know. Please be patient as we work through details. 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.

<b>Families A - G</b>	<b>3:40 p.m.</b>
<b>Families H - N</b>	<b>3:47 p.m.</b>
<b>Families O - Z</b>	<b>3:55 p.m.</b>

# Parking Lot Procedures



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

# DOWNLOAD APP for Car “Pick Up” Line

Download the following URL: <https://form.jotform.com/202401195193044> We will also email the link for your convenience. Then proceed to the following instructions.)

## 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.
  - When the weather is warm, we will have students wait outside.

## **BEFORE YOU ARRIVE:**

- Please place your family name in the passenger side of the windshield so staff can easily identify your car.
- Pull out your phone and be ready to select the APP (see instructions on prior page).

## **WHEN YOU ARRIVE:**

- Turn right into the parking lot.
- Stop at the STOP sign 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 standing near the STOP sign know so they can enter it for you on their device.

## **Door A - Pick Up**

- 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.
- 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).
- 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.

### **BEFORE YOU ARRIVE:**

- Please place your family name in the passenger side of the windshield so staff can easily identify your car.
- Pull out your phone and be ready to select the APP (see instructions on prior page).

### **WHEN YOU ARRIVE:**

- Turn right into the parking lot.
- Stop at the STOP sign 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 standing near the STOP sign know so they can enter it for you.

## **Door B - Pick Up**

- All families assigned to Door B (Bus 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.
- Immediately after the circle drive, pull right into the Door B (Bus Door) pick up lane.
- Children will enter on the passenger side only.
- After you drop off your child(ren), please PAUSE for oncoming traffic on your left.
- Pull out and turn left at the Door B exit.
- 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.



## BEFORE YOU ARRIVE:

- Please place your family name in the passenger side of the windshield so staff can easily identify your car.
- Pull out your phone and be ready to select the APP (see instructions on prior page).

## WHEN YOU ARRIVE:

- Turn right into the parking lot.
- Stop at the STOP sign 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 standing near the STOP sign know so they can enter it for you.

## Door C - Pick Up

- 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.
- Students will remain in the safe zone which is located beyond the yellow line (away from the cars). 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)
- When exiting the parking lot, please turn right to avoid traffic backups in our parking lot.

# LET'S DRIVE SAFE!

WE CREATED TWO INCOMING LANES TO HELP WITH THE FLOW OF TRAFFIC.

PLEASE USE CAUTION WHEN ENTERING AND EXITING YOUR PICK UP AND DROP OFF LANES.

THIS WILL REQUIRE A LOT OF PATIENCE AND GRACE AS WE ALL GET FAMILIAR WITH THESE NEW PROCEDURES. THANK YOU!

# Carpools:

If your family plans to carpool with another family, please let us know by filling out the following form:

[Carpool Form](#)

If there are times when you carpool with another family and it is not part of your regular plan, please fill out the Change in Dismissal Plan:

[Change in Dismissal Plan](#)