

2010-11 NEW PARKING LOT PROCEDURES— MORNING ARRIVAL / AFTERNOON DISMISSAL

Sacred Heart Cathedral School Parking Lot Procedures

Morning Arrival Schedule

- Students may be dropped off either in the circle in front of the Cathedral or in the back of the school behind the gym by the main entrance to the 300 wing.
- Students who arrive **before 7:30 am** must be dropped off in front of the school and report immediately to the cafeteria, where they will remain until the 7:45 am bell.
- Students who arrive **between 7:30 and 7:45 am** will report to the gym (back drop-off) or the cafeteria (front drop-off) until the 7:45 am bell.
- Students who arrive **between 7:45 and 7:55 am** may be dropped off in either the front or back and should report directly to their homeroom.
- Students who arrive **at 7:55 am or later** must report directly to the front office.

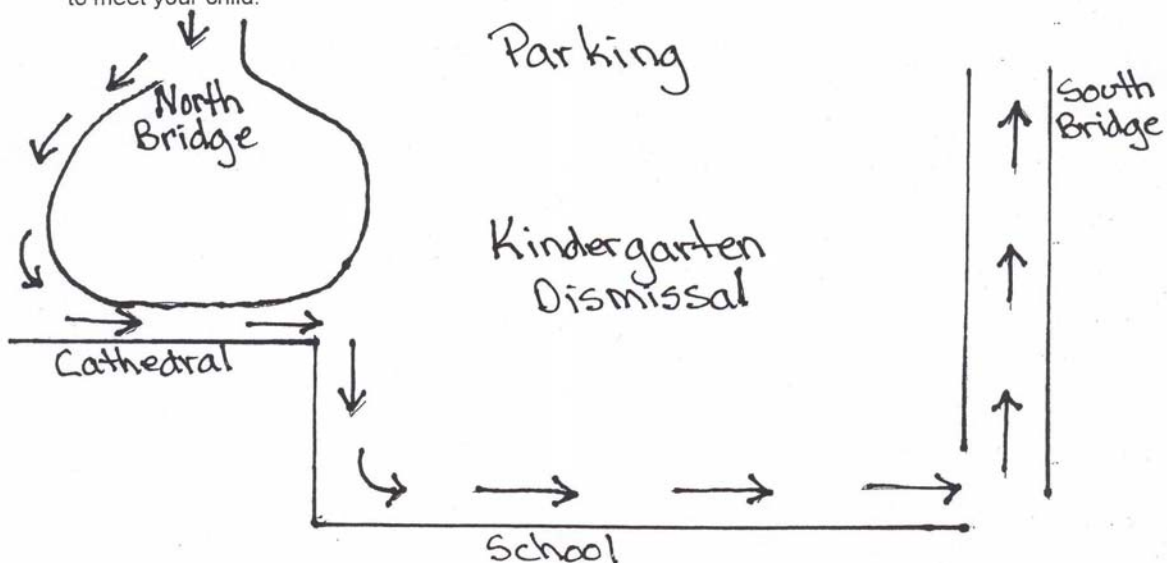
PLEASE DROP STUDENTS OFF IN DESIGNATED AREAS ONLY! DO NOT HAVE THEM WALK FROM THE PARKING LOT, THE PARACLETE OR THE CHANCERY PARKING AREAS. THIS IS A SAFETY ISSUE!

Reminders for Morning Arrival

- Since space for traffic is limited, please consider carpooling whenever possible.
- If you arrive before the gate to the back of the school is open, please form a single file line.
- You may enter and exit the parking lot from both bridges, but may **exit only to the right from the south bridge (closest to the Chancery.)**
- Parents attending Mass should park in the front lot in **the three rows closest to Northshore Drive. You may not park in the back of the school during school hours.**
- If you need to assist your child with a project, you may park in the front or back. Please do not park in the spaces designated for faculty and staff parking.

2:00 pm Kindergarten Dismissal

- **Kindergarten dismisses at the front school entrance.**
- If you drive through to pick up your child, enter the north bridge entrance, drive along the circle in front of the Cathedral and follow the cones to the front of school. **Please display your last name in the front window of your car so staff can see who you are picking up.** Your child will be assisted into your car by a staff member. You may use both bridges to exit.
- If you prefer to pick up your child personally, enter via the south bridge, park and walk to the front door to meet your child.



2010-11 NEW PARKING LOT PROCEDURES

3:05PM Dismissal

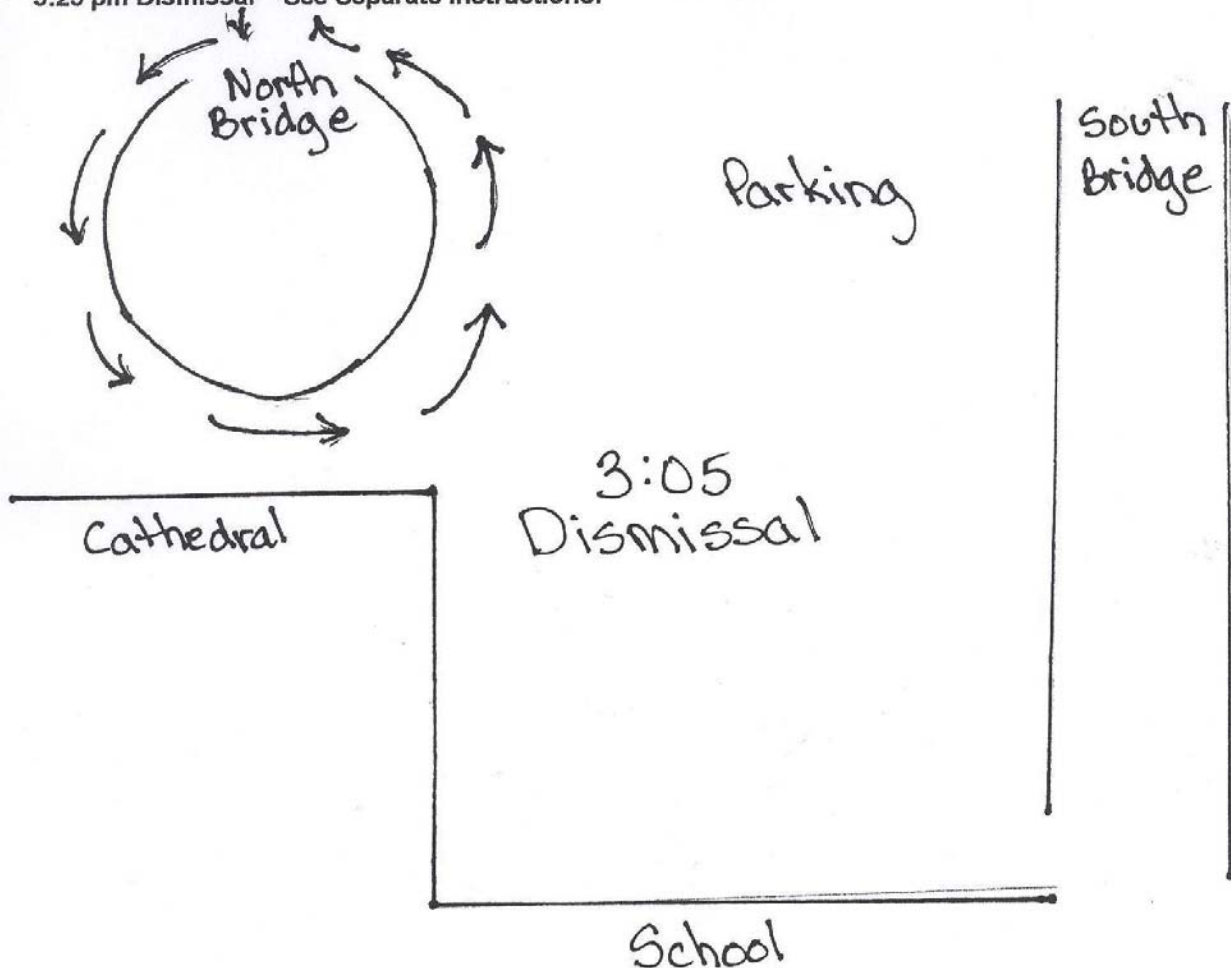
3:05 pm Dismissal

- A holding room is available for children with siblings/car-pool riders ONLY in the 3:25 pm dismissal.
- **Grades 1-4 dismiss at the front of the school.**
- Please enter through the north bridge entrance only. Drive along the circle in front of the Cathedral to pick up your child. **Please display your last name in the front window of your car so staff can see who you are picking up.**
- Cars should exit through the north bridge only.
- If you park your car, you must walk up to the holding area to pick up your child. **No child will be released unless he/she is with an adult.**
- Any child not picked up by 3:20 pm will be sent to Young Folks.

General Reminders

- Please use caution while driving on school property. Do not exceed 5 mph.
- Please do not park in any traffic lane, drive-through area, or coned off area; in the event of an emergency, access to the building could be blocked. **Thank you for your cooperation!**

3:25 pm Dismissal – See Separate Instructions!



2010-11 NEW PARKING LOT PROCEDURES

3:25PM Dismissal

Sacred Heart Cathedral School 3:25 Dismissal Procedures

3:25 pm Dismissal

- All students in grades 5-8 and Holding Rooms will be dismissed from the back pavilion.
- All cars for the 3:25 dismissal must enter through the south bridge entrance (nearest the Chancery).
- If you arrive before 3:25 pm, you will wait in a line at the back gate.
- The gate will be opened at 3:20 pm, where you will proceed to the back. Cones will mark the route you should take to the front of the pavilion.
- Parking will be permitted only if your child is not out and ready to enter the car when you pull up to the pick-up area. **All cars must go through the line.**
- No child will be released unless he/she is with an adult.
- Any child not picked up by 3:40 pm will be sent to Young Folks.
- Any unsupervised students in the building after the 3:25 pm dismissal will be escorted to Young Folks.

General Reminders

- Please use caution while driving on school property. Do not exceed 5 mph.
- Please do not park in any traffic lane, drive-through area, or coned-off area; in the event of an emergency, access to the building could be blocked. **Thank you for your cooperation!**

