



Sacred Heart School

“STOP and DROP” Procedures for the SY 2018-2019

In order to insure the safety of our children and parents, we are continuing “Stop and Drop” this September. I am asking for your patience and cooperation while dropping off students and to adhere to the rules. Please see attached diagram.

- Line-up can begin by 7:30 a.m. “Stop and Drop” ends at 7:45 a.m.
- Enter through the driveway at Castleton Avenue
- Stay to the right as you enter, the first car will line-up by the garage door
- Myself, office staff, and parent/8th grade volunteers will begin to open car doors at 7:30 a.m.
- The child/children should exit on the passenger side, preferably from the back seat which will be opened by myself, office staff, or parent.
- Your child’s backpack should be on their back or at their feet to grab as door is opened.
*(Parents are not to get out of their cars for any reason including getting a backpack out of the trunk.)
- Once your child is out of the car, someone will walk your child to the glass doors where a teacher will be waiting for them. They will proceed to auditorium.
- Exit the parking lot via Cary Avenue or North Burgher. These are the only two exits to use.

Pre-K for ALL Program

This is not a STOP and DROP.

Parent may park in the school or church parking lot beginning at 7:50 AM as our parking lot is used for STOP and DROP for the main building until 7:45 AM. If you need to park earlier than 7:50 AM then PLEASE use the church parking lot across the street. The doors open at 8:00 AM and remain open until 8:15 AM. At 8:16 AM the door will be shut and you will have to use the main building entrance on North Burgher Avenue to document lateness and then the child can be escorted by you to their classroom.

3 Year-Old Program

This is not a STOP and DROP.

The 3 year-olds will be dropped off beginning at 7:50 AM on North Burgher Avenue at the After School door. Parents can park on North Burgher and walk their child to the door where the teacher and teacher Assistant will be there to greet them. They will gather in the After School Room and at 8:00 AM, the children will be brought to their classroom. After 8:00 AM the doors will close and you will have to use the office entrance and the office staff will escort your child to the classroom.

Siblings in Pre-K for All Program

If you have a child in the main building (K – 8) and a child that attends Pre-K for All or Pre-K 3 year-olds:

You can use the “Stop and Drop” Procedure for grades K – 8. The sibling will take the brother or sister with them to the main building (auditorium) where a staff member will escort the child to their appropriate classroom for the 8 o’clock start.

Dismissal

Parking lot is available for pick-up at dismissal.

Parents should **enter only through the Castleton Avenue driveway, park your car, retrieve child/children and exit back out Castleton Avenue. Children will be dismissed only to parents or parent authorized persons written on the school emergency contact form. There may be no Fax or phone requests.**

3 year-olds will be dismissed (2:15 P.M.) at the red doors facing the Pre-K for All building. Kindergarten through 4th grade will also be dismissed at these doors.

Grades 5 through 8 will be dismissed from the glass (gym) doors.