



Sacred Heart School

“STOP and DROP” Procedures for the SY 2020-2021

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 for Drop # 1, the first car will line-up by the garage door. Drop # 1 is for Grades K, 1, 3, 4, 5 & 6. Temperatures of students will be taken before parent drives away. **VEHICLES MUST EXIT CARY AVENUE.**
- Grades 3 & 4 will enter through the GYM glass doors.

Grades K, 1, 5, & 6 will enter the red doors across from the PKFA building.

- For dropping students in Grades 2, 7 & 8, you will use Drop # 2 which means using the middle of parking lot - drive around building toward the North Burgher driveway, Someone will be waiting there to open the door for your child and take their temperature. Student will enter the red doors at the North Burgher Driveway. Cars using Drop # 2 **MUST EXIT NORTH BURGHER AVE.**
- If you have multiple students that would need Drop #1 and Drop # 2, first use Drop # 1 then carefully continue, making sure you have clearance from other cars, to Drop #2 at North Burgher driveway.
- Myself or office staff will begin opening car doors at 7:30 AM.
- The child/children should exit on the passenger side, preferably from the back seat, which will be opened by myself or office staff.
- 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.)

Please Note: Those not using Stop & Drop (all walkers grades K-8) – Please use the red doors across from PKFA Bldg. (convent) to enter.

THIS PROCEDURE IS ONLY FOR ARRIVAL.

Pre-K for ALL Program

This is not a STOP and DROP.

Parents should 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 classroom doors open at 8:00 AM and remain open until 8:15 AM. At 8:15 AM, the door will be shut and you will have to use the main building entrance on North Burgher Avenue where office staff will escort your child to the PKFA building. **It will be very helpful if you all make every effort to get to school on time.

3 K for ALL Program

This is not a STOP and DROP.

The 3 year-olds will enter the glass gym doors, which can be accessed through the parking lot. The doors will open at 8'o'clock. Temperatures will be taken at the door and children will be escorted to their classrooms. Parents can park on North Burgher and walk their child to the door where teacher Assistant will be there to greet them. At 8:15 AM, the doors will close and you will have to use the main entrance on North Burgher where office staff will take your child's temperature and then escort them to their class. Please make every effort to arrive on time.

At no time are parents permitted into the building,

Dismissal

Pre-K for All (4 year olds) - Please use the Church parking lot ONLY. This must be adhered to, as we do not have enough parking spaces for all our families. Children will be dismissed from their classroom doors.

3K for All will be dismissed at the glass gym doors at 2:20 PM.

K through 8 - Parents should enter only through the Castleton Avenue driveway; park your car, retrieve child/children and exit back out Castleton Avenue. ALL 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.