

# SAINT MATTHEW SCHOOL

## Arrival:

Students arrive in the school yard between 7:35 and 7:50. Teachers monitor outside beginning at 7:35 so students are asked not to come before then as they are unattended. They are permitted to enter the building at 7:35 and proceed immediately to their classroom. All students should be in their classrooms, school bags unpacked and ready to begin the day by 7:55.



## Dismissal:

The first three days of school (Sept. 8, 9, 10) are half days with dismissal for Grades 2-8 at 12 noon. Beginning Monday, September 13, the bell for dismissal rings at 2:20. Bus riders are excused at that time and prayers are said for the rest of the school. Dismissal lines are called individually. Car riders are dismissed first and leave the building at approximately 2:30. Teachers accompany the students and crossing guards are present.

**Bus Line** – Students registered to ride the school bus are dismissed at 2:20. These children leave the building via the gym door on Hawthorne and board the buses immediately. A teacher is present to assist with the loading. If for any reason the buses are 15+ minutes late arriving/leaving, you will receive a text message to that effect from the school office. Any student registered to ride the bus is asked to bring a note any day he/she is **not** taking the bus so it is not waiting for that child.

**Car Line** – If picking your child up, you must park and wait for your child in the parking lot. Parking spaces are limited so courtesy and patience are needed. Please do not allow children to ‘jay walk’ and cross in the middle of the street; crossing guards are present at our major intersections.

**Cottman Avenue Line** – Children leave via the front doors of school and cross at Cottman Avenue and Hawthorne Street. Children walking toward Battersby leave with this line and turn left at the front of the school. A crossing guard awaits at Cottman and Battersby.

**Wellington Line** – Students leave via several doors and are brought to Wellington and Hawthorne to cross.

**CARES** – Children remaining for CARES is the last line called.