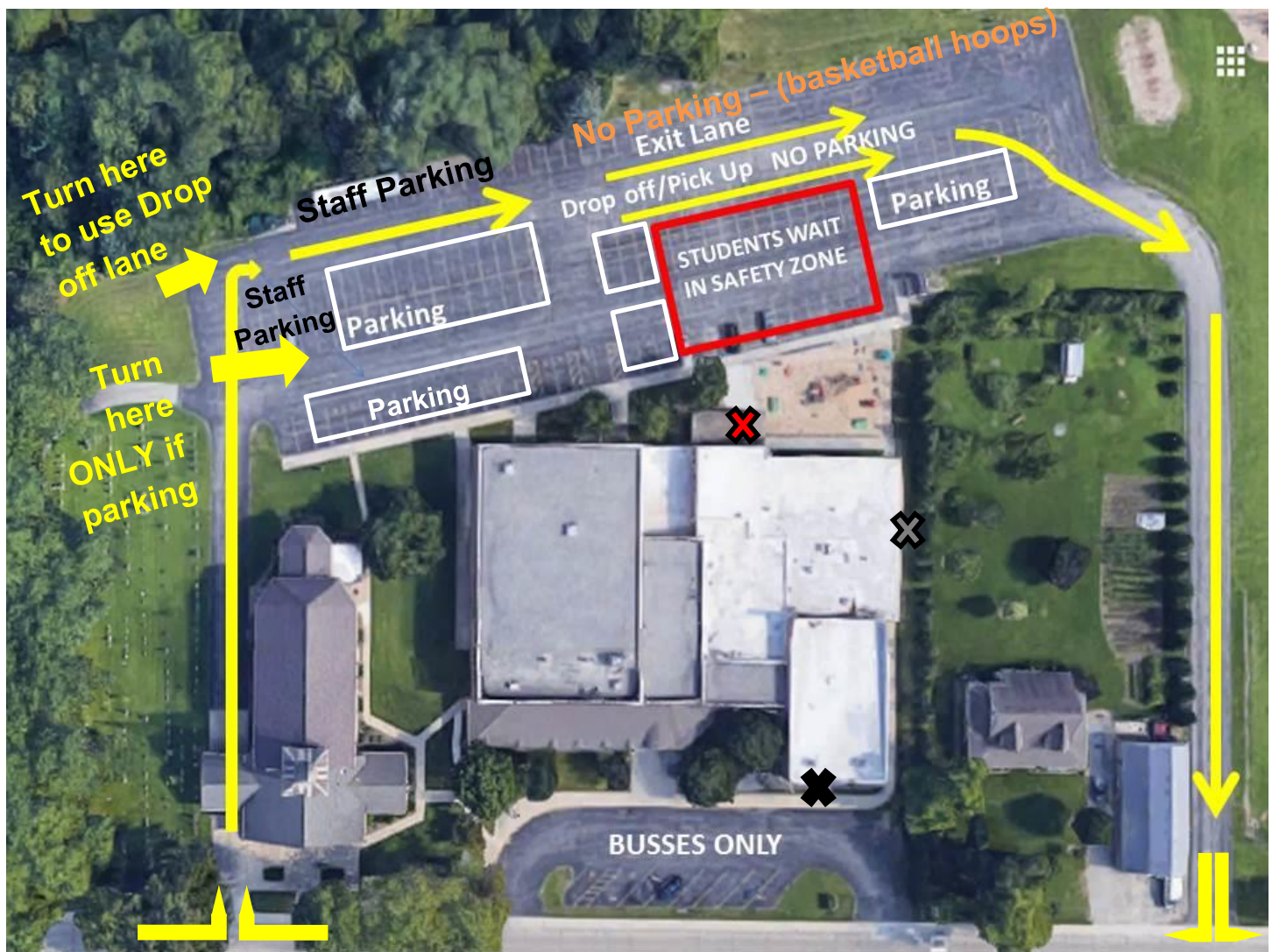


Drop Off and Pick Up Route at Holy Spirit School



Safety First!

Preschool 3, 4K & Kindergarten Drop off and Pick up Procedures

- **Morning Drop Off:** Please drop children off in back of school by 8:00 am. Student supervision begins at 7:40 am. At 7:45 am, the 4K classes will enter the school, at 7:50 am the Kindergarten class will enter school and at 7:55 am (when the bell rings) the Preschool 3 classes will enter the school. *To help limit exposure, Preschool 3, 4K and K parents will not be allowed to enter school to drop off their child.*
- Grades 1, 2, & 3 will enter at the childcare doors ❌; Pre3, 4K, K & Grade 4 will enter at the main back doors ❌; and grade 5 & middle school will enter in the front middle school doors ❌. After 8:00 am, please park in front of school and escort your child inside to get signed in.
- **All students will enter school and be greeted at the door by a staff member.**
- Please reference the above picture for parking. **Please do not park by the basketball hoops.** It is dangerous for children to walk through the pickup and exit lanes to go to a car. If you are going to drop your child off in the morning and not get out of the car, use the first lane. Have your child disembark from the passenger side of the car.
- **After School Pick Up for Pre3 and 4K (11:05 am):** Teachers will walk all students to the lines, walk up to your child and please wait for the teacher to dismiss your child. The teacher will make visual contact of who they are dismissing their class off with. If you are unable to pick up your child by 11:15 am, they will be brought up to the office to be picked up. If they are not picked up by 11:30 am, they will be added to the wrap around care (childcare program).
- **If parents do need to get out of their vehicle to pick up their child, at this time, masks are optional.**
- Please be patient, courteous, helpful, and safe at all times!