

Arrival and Dismissal Procedures

ARRIVAL:

- The front doors will be open 15 minutes before the session time begins.
- Participants should arrive 10-15 minutes prior to the scheduled start time of a program and go to the Multi-Purpose room to gather with their classmates before opening prayer and dismissal to classrooms.
- All students will enter the school building through the FRONT doors only.
- Two car lanes will be directed for the drop-off of children: the inner bus lane closest to the school building and the outer lane to the left of the bus lane divider. Designated aides/volunteers, wearing traffic vests, will assist children with crossing traffic from the outer lane.

DISMISSAL:

- Parents should park their cars in the designated parking spots. The lane closest to the school building (the bus lane) will not be used at all during dismissal. It will be left entirely clear for safety purposes as families exiting the school building will be crossing to the parking lot.
- Doors will open 5 minutes prior to dismissal following closing prayers.
- All students will be picked up from their classrooms. This ensures that every student is released by the teacher to an authorized adult.
- All parents will list the names of Carpool Drivers for their child/children on the Admission Slip, and teachers will keep the list of authorized people in the classroom. Children will not be released to anyone not on the list unless a note is sent in granting permission to an alternate adult.

Late Arrival

Sessions begin promptly at their designated times. Classroom interruptions due to lateness distract all students from instruction and the incoming student faces the difficulty of trying to catch up. It is best for all if students are present and ready for instruction by the start of class.

Students who arrive after the school building door has been closed must report to the Religious Education Office to obtain a late slip. It is strongly recommended that children arrive at least ten minutes prior to the scheduled class time.

Early Dismissal

Early dismissal should be an unusual occurrence. When necessary, call the office in advance or send with the student a written note of request. Parents must come into the Main Office and sign their student out. Catechists may require work missed because of early dismissal to be made up.

Snow Emergency & Cancellations

In the event of severe inclement weather we will post closings on the PREP website (www.stmax.org) and send out an announcement by email to parents. St. Maximilian Kolbe's PREP classes follow the West Chester School District Snow Policy. Therefore, if West Chester School District is closed for the day, closes early or cancels after-school activities due to inclement weather, the PREP classes will automatically be cancelled as well.