



# Mary, Queen of the Holy Rosary Catholic School

*A 2011 National Blue Ribbon School*



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Catholic Values ● Academic Excellence ● Successful Students

## End of the day – “Exit Procedure”

### SAFETY IS TOP PRIORITY

Safety is our top priority during our exit procedure. In order for this to be a safe and expeditious process, we need all students and families to fully understand our detailed process and to be aware of their surroundings when entering and exiting the school grounds. When arriving to campus, in the afternoon, please keep in mind that we have scheduled recess and large motor skill play in progress through 2:30 pm. These activities involve the movement, play, and transfer of students in and around our campus, the play areas and parking lots.

**Our pick-up is divided into two different areas, Preschool with siblings and Kindergarten – 8<sup>th</sup> grades.**

**Our first area is for Preschool pick up.** This area consists of Preschool students and siblings which are picked up from the pickup lines which waits along the side of our gym. The gym faces Clays Mill Road. Our second area is for our students in grades kindergarten through 8<sup>th</sup> grade without Preschool siblings and are picked up in the front of the school, which faces Hill n’ Dale Road.

Everyone enters campus through the driveway with the grassy median area, which is located on Hill N’ Dale drive between the church and the parish office. When you arrive and enter the parking lot entrance, continue straight and then all cars will turn right at the intersection, traveling in front of the church heading towards Clays Mill Road, through the parking and then turn left to circle around the parking lot against the tree line adjacent to Clays Mill Road. You will then filter into position based on which pick up area and line you are designated to wait.

To position yourself to wait for the Preschool pickup lines, you circle, as previously mentioned and then pull into the line you have been assigned by our Preschool Director. There are two preschool lines, which are parallel to our gym and are parallel with each other, with the first line directly against our sidewalk next to the gym and the second line, directly beside the first line. Please pull as close as possible to the car in front of you, it is imperative to our process you do NOT leave gaps. Preschool classroom families B (Mrs. Negron’s class) & C (Mrs. Caldwell’s class), will be dismissed and will exit the building at 2:45 pm. Classroom B families will position themselves directly beside the gym closest to the sidewalk. Classroom C will be in the 2<sup>nd</sup> line, running parallel to Line B.

This procedure will be the same for the remainder of our preschool classes and their siblings, with classroom D (Mrs. O’Dwyer’s class) & E (Mrs. Barr’s class), being dismissed and exiting the building at 3:00 pm. Classroom D families will position themselves directly beside the gym closest to the sidewalk. Classroom E will be in the 2<sup>nd</sup> line, running parallel to Line D.

After both lines of cars have their Preschoolers and siblings safely in their cars, we will then dismiss the cars to exit. To exit, you will turn left, and then right, into the smaller parking lot beside the church which will exit onto Hill N Dale Road just before the stop light. You may turn right or left.

**Our second pick up waiting area is for Kindergarten through 8<sup>th</sup> grade**, without siblings. You will enter the parking lot as described earlier. You will loop the parking lot as described and then pull into the second isle in our main parking lot. The first cars arriving will filter into the parking area in front of the school, which will be color coded into three colors, orange, purple, yellow. There will be a staff member at this location to help direct you into the color coded line. Orange will be the color coded line in the drive located closest to our school, against the grassy area, please leave the lane, closest to the sidewalk open. The next two lines will line up in the upper portion of that parking lot, with colors purple closest to the school, and the last line, being yellow directly beside purples closest to the parish office.

Your QR code corresponding with your child will be scanned by one of our staff members, once you are in line. This will then notify the students on our screens in the classrooms that you are here and they will be directed to line up for dismissal.

When all three lines of cars have children safely inside the cars and seated, we will dismiss the cars exiting to the left and then out to Hill N Dale road. The lane to Hill N Dale is wide enough to form two lanes so that you can opt to turn either right or left onto Hill N Dale. Please use both lanes accordingly.

**A couple of important details to remember.**

If you need to pick up your child early for an afternoon appointment, you will need to plan to arrive before 2:15 for pick up. We strongly recommend that you park in the Southland Park parking lot, otherwise, you may get stuck in dismissal traffic.

This school year, Lexington Catholic will be dismissing earlier than last year. If your child is picked up by a Lexington Catholic Student driver the student driver will need to follow the same pick up process as all parents and families. They will need to enter the car pickup lines. At this time, we will not be transporting our students to those cars.

If you are a parent who is picking up Students from Lexington Catholic and Mary Queen due to Lexington Catholic's earlier dismissal time this year, we will not be walking students out to the parking lot to meet you, please enter and process through our exit lines.

We thank you for sending your child to Mary Queen School. We are looking forward to a safe new school year.