

## St. James School Car Rider Arrival and Dismissal Procedures

- When dropping your child off in the mornings, please **enter from the south** (on the curve) and **exit to the north** (by rectory). Please do not make a U-Turn in the parking lot.
  - Preschool parents, please pull into a parking space near the preschool to drop off if you plan to get out of your car. Exit to the north, making sure not to pass cars that are dropping off students. Preschool parents picking up at 3 p.m. who do not have children in K-8 need to park on the west side of the preschool and come around to the door. If you have additional children in K-8 please follow the procedures below.
  - When picking up your K-8 children, all cars will enter the lot from the south and exit to the north. Five lines will be formed. **No Parking** during car rider dismissal on the south perimeter of the lot (for example by the mailbox). All cars need to be in one of the five established lines.
  - All cars will be lined up facing north and be dismissed one row at a time.
  - The first parents arriving will begin Row 1 on the east side of the lot (cafeteria side). Once Row 1 is completely full, then start Row 2, and so on. **Please do not start a new row** until the current one is full, because the Vanderburgh bus will need room to get through.
  - Students will be dismissed at 3:00 p.m., and they will all load their vehicles at the same time. When the teacher on duty sees that there are no children outside of cars, then dismissal will begin with Row 1.
  - Please do not exit the parking lot without a signal from someone on duty. This procedure will be edited if necessary, to make dismissal safer and more efficient.
  - If you need to park your car and come into the school for some reason, or if you are a coach who has practice after school, please park on the west side of the old school, so you do not hold up or get caught in traffic.
- Thanks for your cooperation.

