

PROCEDURES FOR DAILY: DROP-OFF * PICK-UP * PARKING

*Please note the procedures for dropping-off and picking-up your child/children at school.

ARRIVAL

DROP-OFF LANE:

1. The east traffic lane closest to the convent will be used to drop off students.
2. Cars using the drop-off lane will enter the lot via Strong Street and will exit the parking lot via Ainslie Street. Traffic will move from north to south in the lot.
3. Adults using this lane cannot leave their vehicles to walk the child/children to the school building. Students must exit the car at the designated drop-off point and should proceed directly to the place where their class lines up.
4. **THE DROP-OFF LANE IS ONE LANE OF TRAFFIC. THERE IS NO PASSING IN THE LANE. YOU CANNOT MOVE YOUR CAR UNTIL THE CARS AHEAD OF YOU MOVE.**
5. **NO VEHICLES ARE ALLOWED TO PARK ON STRONG STREET TO DROP OFF CHILDREN. ALL VEHICLES MUST ENTER THE PARKING LOT.**

***NO VEHICLES, EXCEPT THOSE BELONGING TO THE TEACHERS AND STAFF, WILL BE ALLOWED TO PARK ON THE LOT IN THE MORNING.**

DISMISSAL

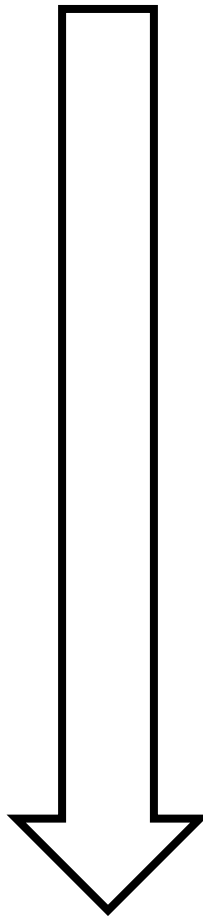
PICK-UP PROCEDURE:

1. When picking up your child/children at 3:00 p.m., all cars must enter the lot off Strong Street. Please make two (2) single-file parking lanes facing Ainslie Street exits. The east parking lane should be used by cars which will exit going east on Ainslie. The west parking lane should be used by cars which will exit going west on Ainslie.
2. **NO CARS MAY MOVE UNTIL ALL CHILDREN HAVE CLEARED THE PARKING LOT.** Once the children have cleared the lot, the chains will be removed from the exits. **PLEASE DO NOT MOVE YOUR VEHICLE UNTIL THE CAR AHEAD OF YOU MOVES.**

GENERAL PARKING LOT RULES:

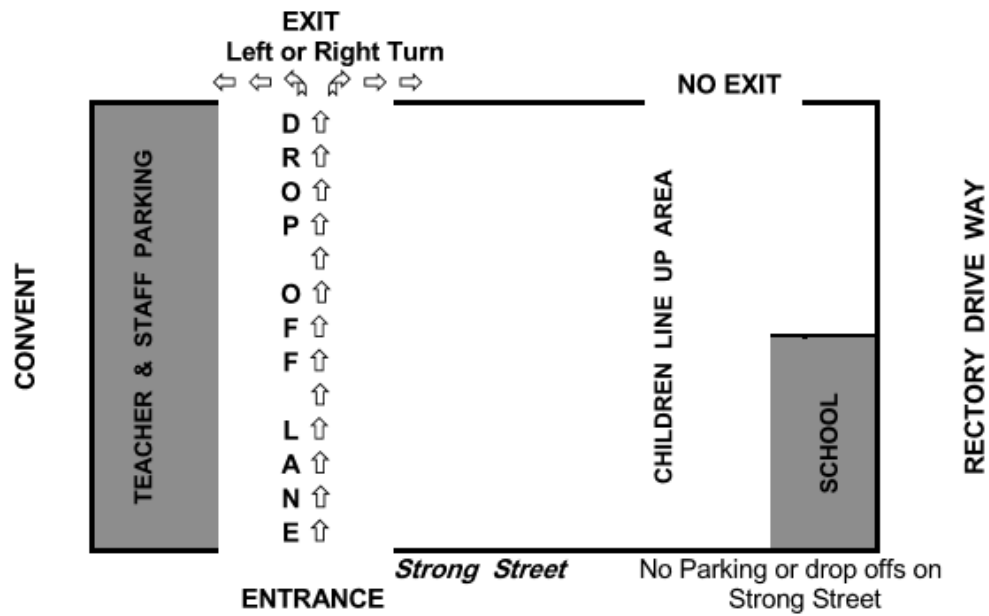
1. The safety of all students is of paramount importance. If this parking lot policy does not improve the general safety conditions in the lot, we may be forced to close the parking lot to all traffic.
2. All traffic moves from north to south in the parking lot. The ENTRANCE is on Strong Street and the EXIT is on Ainslie Street.
3. Please be sure to notify any adults who drop off or pick up children at school of these procedures.

***Please refer to the diagrams of the Morning and Afternoon Procedures below.**



MORNING PROCEDURES

Ainslie Street



AFTERNOON PROCEDURES

Ainslie Street

