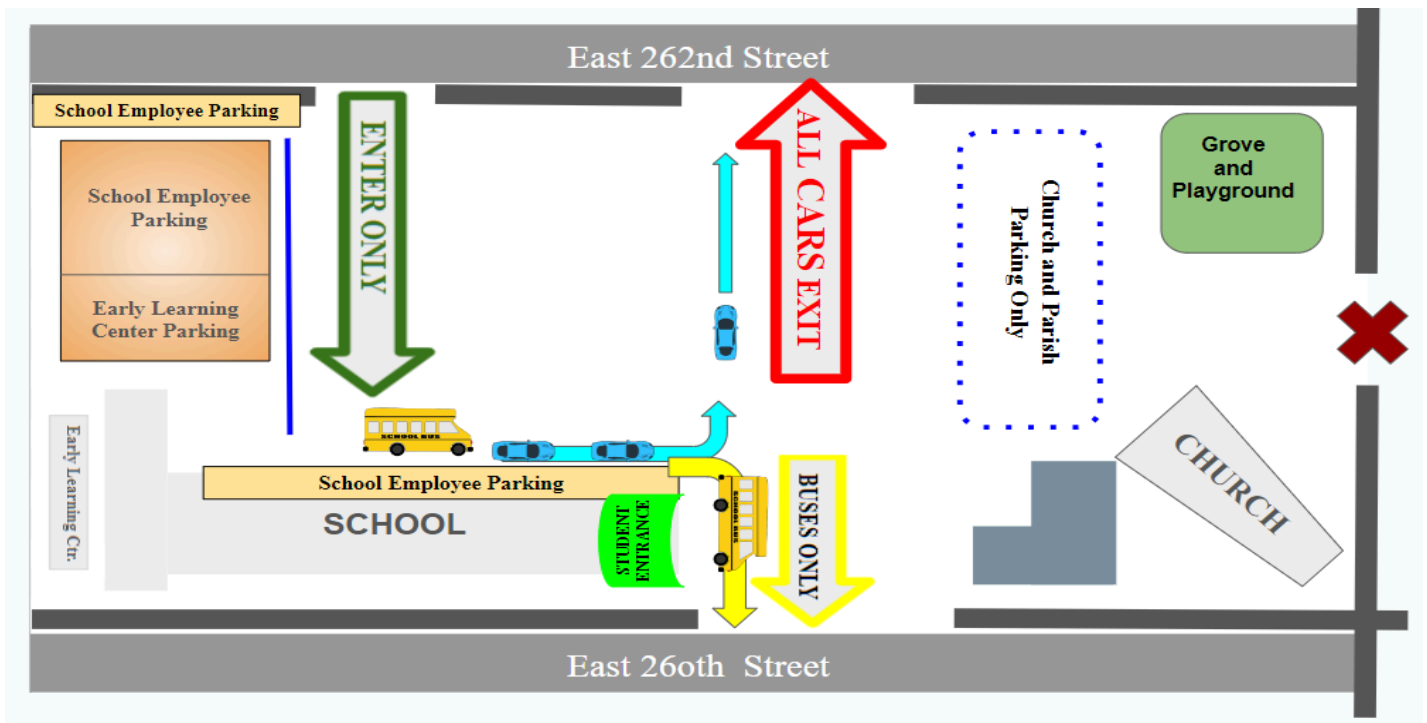


Ss. Robert and William Catholic School

Morning Drop-Off Procedures



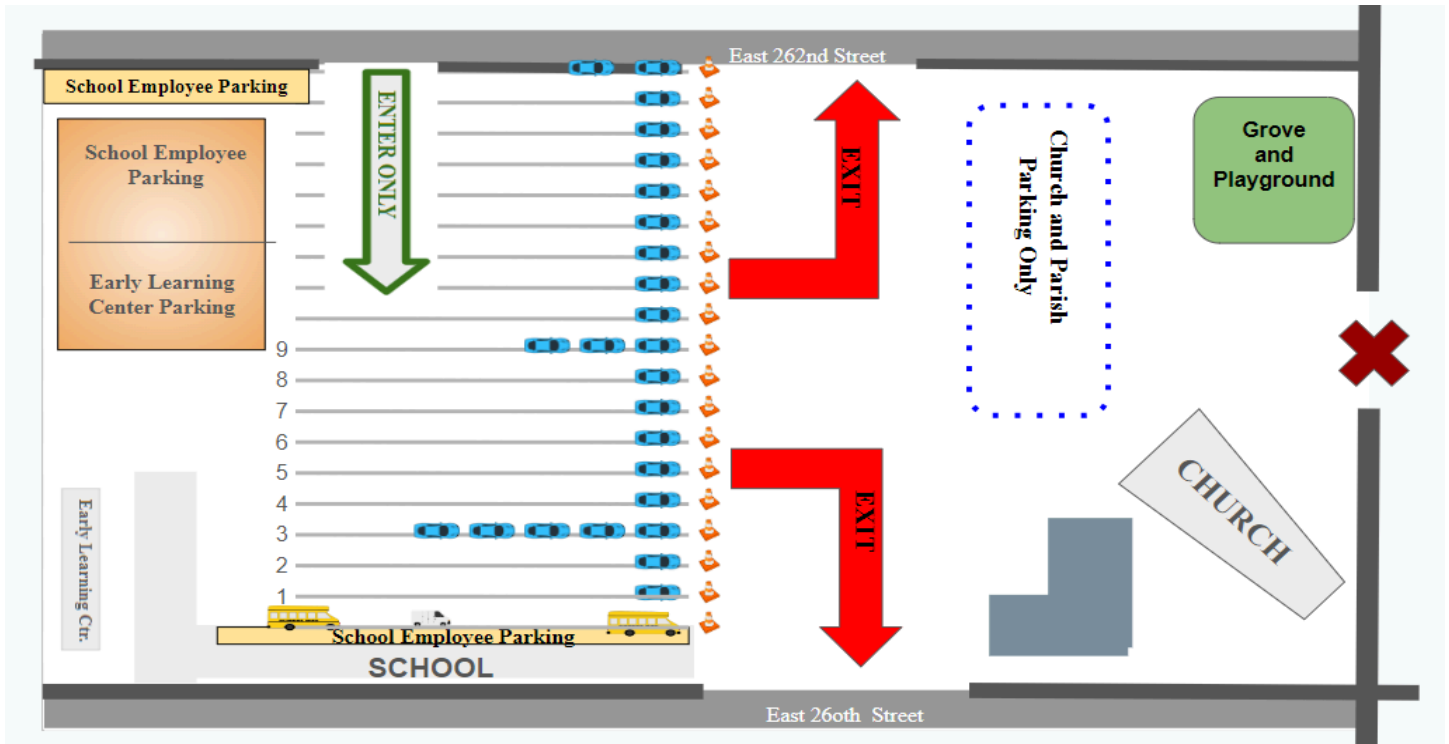
1. **All vehicles** will enter the school grounds via the north entrance on E.262nd Street.
2. Families will pull up to the **south entrance** of the school (closest to the church) and stop at the cone. A greeter will assist your student(s) in exiting the vehicle and be welcomed into the school.
3. Cars will leave via the **E.262nd Street** southern exit.
4. Buses/DayCare Vans will enter the school grounds via the north entrance on E.262nd Street but will be directed by our greeter(s) to turn right at the end of the southern entrance to unload the bus keeping the car-line traffic flowing. Buses/DayCare Vans will be the ONLY vehicles permitted to exit on E.260th Street.

Student safety is our top priority. To keep our students safe at all times of the day in all areas of our school, we ask families to be diligent in following our parking lot procedures. Breaches of parking lot protocols will not be tolerated. Violations will include:

- First offense - a warning letter will be issued.
- Second offense - will result in a conference with the school principal.
- Third offense - banned from the school parking lot
- Fourth offense - may result in expulsion from the school

Ss. Robert and William Catholic School

Dismissal Pick-Up Procedures



1. Every family will receive a **lane number** for pick up. Your students will need to know this number.
2. **All vehicles** will enter the school grounds via the north entrance on E.262nd Street.
3. Vehicles will locate their numbered lane and pull into that **designated numbered line**. Please make sure you are pulling as far up as possible. Buses/Daycare Vans have a designated lane closest to the school building.
4. Family members should remain near/in their car. Teachers will walk the students out to the cars via the assigned lane.
5. Students whose parents/guardians are not present at their assigned dismissal line will be brought back to the school gym and will need to be picked up after the close of dismissal in the school.
6. Cars will be dismissed once students are safely in the vehicles.
7. There will be **two dismissal exits**. Parking lot attendants will remove cones and direct the car lanes closest to the school out the E.260th Street exit. Cars parked in the lanes closest to E.262nd Street will be directed to use that exit.
8. Walkers will be dismissed following car riders and buses.
9. Cars are **only** permitted to park in their designated dismissal lines. Our families are never permitted to park on E. 262nd St. or in the Church parking area. Students **will not** be dismissed to cars parked anywhere other than their assigned dismissal lines.