

Dear Parents,

At the beginning of the Holy Family School 2018-2019 term, the Learning Center will be moving to the school. Although we will miss our beloved building, we are excited about expanded opportunities for our Learning Center children. The Learning Center will occupy the former two Kindergarten classrooms, one for the three year olds and the other for the four year olds. A portion of the cafeteria will be reconfigured to meet the needs of our Learning Center children. Our kindergarten will be moved to the former Principal's Project Room.

## **NEW DIRECTIVES FOR HOLY FAMILY SCHOOL STUDENTS**

### **ARRIVALS AND DEPARTURES**

Arrivals and departures for K-8 students in the front drive will remain the same as stated in the school handbook.

The only change to the previous procedure for students being dropped off in the back parking lot is that they will enter the school through the doors adjacent to the recycling bins, NOT THE CAFETERIA DOORS.

Learning Center students are the only children who will be allowed to enter and departure the school through the cafeteria doors.

## **NEW DIRECTIVES ARRIVALS AND DEPARTURES**

### **FOR LEARNING CENTER FAMILIES**

#### **Arrivals:**

Learning Center parents bringing children from 7:00 to 8:15 a.m. should park in the middle of the school back parking lot and proceed to the cafeteria double doors to sign in their child(ren). As parents depart, they should cautiously join the line of Holy Family School parents exiting the parking lot. (These parents will be dropping off their children at a separate door.) For the safety of parents and children, cars should stay in the departing line without attempting to pass other vehicles.

Arrivals after 8:15 a.m. should park in (side) perimeter designated spaces in the back parking lot and follow the sign-in procedure

#### **Departures:**

Learning Center students leaving at 11:30 a.m. will be brought to the school's St. Clair Avenue double door exit, adjacent to the Learning Center parking lot. They will be attended by a Learning Center staff member for sign-out procedures.

No LC students will be dismissed from the back parking lot between 2:30 and 3:05 p.m. Parents requesting a child departure during those times should contact Miss Liz to make arrangements. Those students will be dismissed from the double doors adjacent to the Learning Center parking lot

NO LEARNING CENTER STUDENTS WILL BE ADMITTED OR RELEASED FROM THE SCHOOL'S MAIN ENTRANCE.

These procedures may be revised for safety and efficiency.

The safety and well-being of our children is our primary concern. Please help during this transition period to make this move a positive experience.

Margaret Pennell  
Executive Director and  
Learning Center Staff