

**Holy Family School  
Handbook Excerpt 2021-2022  
School Arrivals & Dismissal**

**SCHOOL ARRIVALS**

**DOORS OPEN AT 8:00 A.M.**

Do not drop off students outside school before this time. If your child needs care, you may register for the “Before School” program at the Learning Center, 877-0001. Please call the Learning Center for information pertaining to registration and fees.

**Front Drive Drop-Off:** Students with last names beginning with A-L are to be dropped-off on the front drive at the main entrance. The Leonard Street gate will be open at 8:00 a.m. Parents may proceed onto the front drive from Leonard Street in A SINGLE FILE LINE to drop students off at the main entrance to the school. Parents should follow the directives of the patrols. Cars should pull up to the stop sign in order that students from several cars may disembark simultaneously. All students should leave their cars from the right side. After students have safely exited, cars continue and exit onto St. Clair Avenue. Cars must not pull out of the single car line to drive around stopped vehicles.

**ABSOLUTELY NO STUDENT DROP OFF ON LENORARD ST.**

**School Back Parking Lot Drop-Off:** Students with last names beginning with M-Z are to be dropped-off in the back parking lot. Drivers turn right after entering the parking lot and CIRCLE to the LEFT. Parents should follow the directives of the patrols. Cars should pull up to the stop sign in order that students from several cars may disembark simultaneously. All students should leave their cars from the right side. After students have safely exited, cars continue left and out the driveway. Students enter through the double doors located near the recycling bins. Parents accompanying their child/ren to the door must park in the middle of the playground/parking lot and escort their child/ren to the door. Cars must not pull around stopped vehicles. Please wait to join the departing line of cars. This procedure will not interrupt traffic flow and will provide additional safety measures for other children being dropped off by their parents.

**ABSOLUTELY NO STUDENT DROP OFF ON ST. CLAIR AVE.**

## **SCHOOL DISMISSAL**

Loitering after school dismissal is discouraged. Students are not to wait for others at the school exits. Students whose parents are delayed at dismissal will be brought back into the main entrance of the school. Parents who are delayed more than ten minutes must come to the school office to meet their children. A fee may be assessed to parents who are habitually late picking up their children at dismissal.

### **DEPARTURE – FRONT DRIVE – TWO LANES**

Students whose parents pick up on the front drive from grade 3 will exit through the doors next to the gym. Students being picked up on the front drive from grades 5, 6, 7 and 8 will exit through the main school doors.

1. Cars enter from St. Clair Avenue.
2. Cars arriving first proceed **ALL THE WAY FORWARD TOWARD LEONARD STREET IN TWO LANES – FAR RIGHT AND FAR LEFT.**
  - a. Move as close as possible to each other.
  - b. Allow room to open gates on Leonard Street side.
  - c. After all car-riding students have boarded; the Leonard Street gate will be opened.
  - d. Cars stop at the stop sign and proceed with care when the Leonard Street intersection is clear.
  - e. Right Lane cars are to turn right.
  - f. Left Lane cars are to go straight ahead.

**Do not park in these lanes if you will not be leaving immediately. Do not leave your car. After all students have departed, if you need to see a teacher, pick up a patrol, or have office business, park in the rear parking lot in an available parking space.**

### **SAFETY PRECAUTIONS**

Parents of students who have re-entered the building to retrieve forgotten items are to exit the driveway, circle around, and come through the driveway at St. Clair Avenue when the driveway is clear. Students are to remain on the sidewalk in front of the main doors until their parent has returned. Parents may prefer to pull around to the back parking lot and park in a parking space to wait for their child to exit the building. **Do not park in the front driveway until all other students have safely left the premises.**

**BACK PARKING LOT** – Students whose parents pick up in the back parking lot from grades K and 2 will exit through the doors by the recycling bin. Grade 1 will exit from their classroom door, and Grade 4 exits through the double doors by the Gym. They will proceed to the middle of the parking lot and be given directions for dismissal by the teachers on duty. Older siblings of students who will be picked up in the back parking lot will exit through the doors by the recycling bin. They will proceed to the middle of the parking lot and be given direction for dismissal by the teachers on duty.

1. Enter parking lot, turn right and form two lanes circling to the left.
2. Do not leave your car. If you need to enter the school, park in a parking space.
3. After all car riders have boarded, cars will be directed to leave by turning left onto Sunset Drive. **CARS ARE NOT TO TURN RIGHT.**

**Leonard Street & St. Clair Avenue:**

**ABSOLUTELY NO student car pickup on St. Clair Avenue or Leonard Street.**

**After-School Care Students** will be taken by Learning Center personnel to the Center area.