

**St. Jerome Parish School**  
**Dropoff and Pickup Procedures**  
**Fall 2020**

In an effort to maintain proper physical distancing, while also ensuring safety of pedestrian and motorist traffic, we will be following the attached traffic plans for morning dropoff and afternoon pickup at our school. Please review these plans and contact the school for any clarification. It is essential that everyone understand and follow these plans. Please share these plans with anyone who will be dropping off or picking up your children.

For both morning dropoff and afternoon pickup, all traffic will enter through the church road intersection (north end of campus) and exit through the school road intersection (south end of campus).

As a reminder, all students and staff are expected to wear a face covering during morning dropoff and afternoon pickup procedures. Also, all parents are expected to screen their children for any symptoms of illness prior to morning dropoff. If your child presents ANY symptoms of illness, they must stay home. By dropping your child off to school, you are acknowledging that they are symptom free without the use of medication.

Please be patient with everyone as we transition to this plan. If modifications are needed, we will communicate these to families via email.

**Morning Dropoff:**

- School starts and attendance is taken at 7:30 AM.
- Students may be dropped off from 7:10 AM - 7:25 AM.
- Please enter campus using the north entrance off Silver Lake Street. (The entrance nearest the church.)
- All traffic should travel past the gym entrance (east side of building) and follow to the dropoff zone in front of school
- All vehicles must remain in a single-file line and drivers MUST remain in their vehicles at all times. (Please see Early Childhood dropoff procedures below if your children are unable to exit the vehicle and obtain all their items independently or you need additional time.)
- Please be extra alert as you drive in front of school and pass through the crosswalk.
- Students may only exit vehicles once you have passed the crosswalk.
- It is EXTREMELY IMPORTANT that parents remain in their vehicles while dropping off students. This is the only way we can keep the line moving and dropoff can run safely and efficiently.
- After dropping off your students, follow the vehicles in front of you out to the stop sign towards the south exit to Silver Lake Street.
- Early Childhood dropoff procedures (and those who need extra time/assistance)
  - If you need to assist your child out of the vehicle or assist them with getting their items out of the vehicle, please follow these procedures.
  - Please park your vehicle in the designated spots across from the main school entrance
  - There will be a crossing guard to manage traffic through the crosswalk
  - **If you choose to accompany your student past the crosswalk, you must wear a face covering and maintain 6-foot distancing from any person not in your household.** If you are not comfortable with these protocols, please allow our crossing guard to assist your child across the intersection and there will be staff members in front of school to guide your child to the proper entrance.
  - If you are utilizing just this parking area and not the dropoff line, you may enter and exit at the south end of campus.
  - Please use the south exit to Silver Lake Street when leaving campus.
  - **Again, if the driver needs to exit a vehicle for ANY reason during dropoff, you are expected to park your vehicle in this area and NOT use the dropoff line.**

### Afternoon Pickup:

- Early Childhood pickup will begin at 2:20 PM
- K-8 pickup will begin at 2:30 PM
- IMPORTANT: Each family will receive several namecards in their family folder. Please distribute these to anyone authorized to pickup your student(s) from school. Namecards should be placed on the passenger-side dashboard so they are visible for our staff to see. Family names will be announced when entering the pickup zone to alert students of their ride. Please remember to place your namecard in your window at pickup.
- ALL students will be picked up on the east side of campus (we will no longer use the Early Childhood doors for 3K/4K dismissal)
- Please enter campus using the north entrance off Silver Lake Street. (The entrance nearest the church.)
- All traffic should continue to the back parking lot to the pickup zone.
- All vehicles must remain in a single-file line and drivers MUST remain in their vehicles at all times. (Please see pickup parking procedures below if your children are unable to enter the vehicle independently or you need additional time.)
- Please be extra alert as you pass through the crosswalk and the pickup zone
- Students will be lined up by grade and teachers will dismiss students as their parents enter the pickup zone.
- Students may only enter vehicles once you have entered the designated pickup zone.
- It is EXTREMELY IMPORTANT that parents remain in their vehicles while picking up students. This is the only way we can keep the line moving and pickup can run safely and efficiently.
- After dropping off your students, follow the vehicles in front of you out towards the south exit to Silver Lake Street.
- Pickup parking for those who need extra time
  - Follow the same traffic pattern as all other vehicles arriving for pickup, but instead of entering the pickup line, please continue forward and park your vehicle in the last row of parking stalls (nearest playground and sports field).
  - There will be a crossing guard managing traffic through the designated crosswalk. **If you choose to walk to the student area, you must wear a face covering and maintain 6-foot distancing from any person not in your household.** If you are not comfortable with these protocols, please use the pickup line and remain in your vehicle.
  - Upon leaving the parking area, BACK OUT of parkings stall and continue forward to rejoin the exiting vehicles AFTER the pickup zone. Please DO NOT pull forward into the pickup zone line.

### Severe Weather Pickup Procedures:

In the situation of severe weather, students will be lined up in the gymnasium and parents will be redirected to drive past the gym doors. An attendant will be stationed early in the pickup line and will call the family names into the school to alert the students of their rides. Students will exit the building as their ride approaches the gym doors.

This procedure will only be used in severe weather situations (thunder/lightning, strong winds/rain) and parents will be directed upon entering the pickup line that Severe Weather Pickup Procedures are being utilized that day.