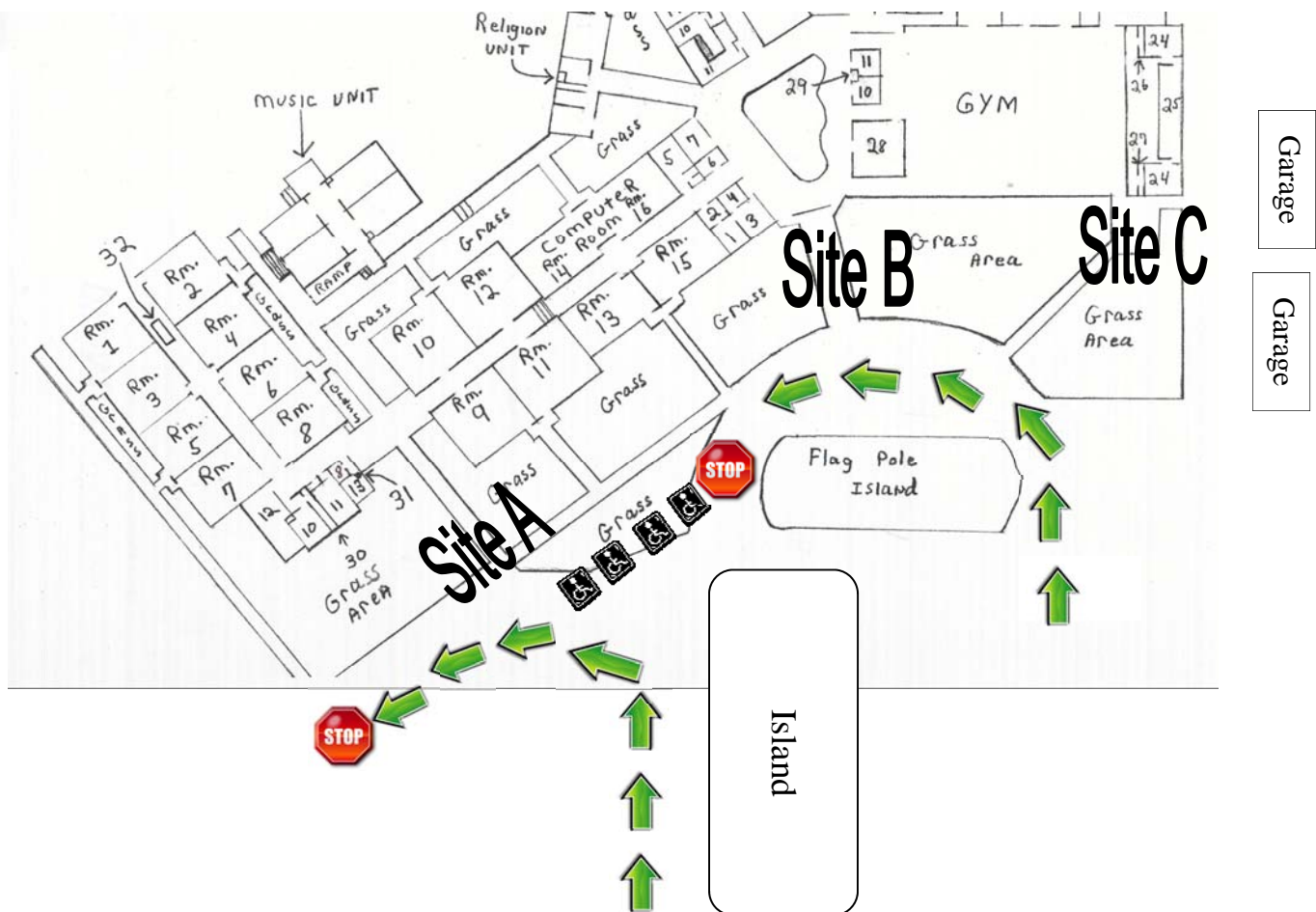


Saint Columbkille School

Morning Drop-Off Plan

1. Arrive between 7:30-7:55AM
2. Students arriving by car should be dropped off at either Site B (main entrance) or Site A (lower breezeway) depending upon which way you will need to exit the parking lot after dropping your children off. If you need to turn left onto Broadview Rd., please drop off at Site B; if you need to turn right upon exit, please drop off at Site A.
3. **Adhere to the 10 mph** speed limit and avoid cutting across parking spaces by staying in the flow of the drop-off line.
4. Have students ready to go (fed, dressed and packed) and pull up as far as possible so that 4-5 vehicles can drop off at once. Please avoid having students put their backpacks in the trunk.
6. Put your vehicle in "Park" while children are getting out (**curb side**) and **please stay in your vehicle.**
7. If you need to assist your child out of the car (due to child locks, seatbelts, car seats, etc.) or to help them carry items into the building, we ask that you please park in a parking spot and walk them in. ***PLEASE DO NOT GET INTO THE CAR DROP-OFF LINE. NO VEHICLE SHOULD REMAIN PARKED IN THE CAR LINE.***
8. At 7:55AM the school bell rings and the "STOP" sign is put on the door of Site A (lower breezeway) and that entrance is locked. **Students arriving after 7:55 AM are tardy** and must be dropped off at the main entrance (Site B).

Thank you for being *patient, cautious, and cooperative* for the sake of our precious children.



Saint Columbkille School

Dismissal Plans

PreKindergarten– 8 DISMISSAL PLAN (Diagrams of plans provided on pages 3 & 4.)

Each Saint Columbkille School family has received an assigned car number for dismissal. Each **new family** to the school will receive their number upon registration. Two copies of that number will be provided to new families. **The large number needs to be displayed in your car on the rear-view mirror when you are picking up at dismissal time.** The smaller numbers may be used to attach to students' book bags. During dismissal, drivers must stay in their car and fall in line at the site designated for your family which is explained below. **In our effort to keep our students safe, students will only be released to vehicles displaying the family number provided by the school. All others will need to report to the school office so identification can be verified.** Please remember: each family will keep the same number for the duration of their time here at our school. If replacement or additional numbers are needed, please notify the school office by phone, in writing, or e-mail kjuby.scs@gmail.com.

Please note: Students are not to be dismissed from the circle (main entrance) afterschool. If a student is not picked up by 3:15 pm, they will be sent to After School Care and those families will be charged accordingly.

SITE A LOWER BREEZEWAY (PRIMARY WING)

2:45PM Pre-Kindergarten students and their siblings

3:00PM Students in grades K-4 who do not have siblings in Grades 5-8

SITE B MAIN ENTRANCE

3PM Bus Riders Only

SITE C GYM

3PM Students who walk home (*Please Note: we need written parental permission on file in the school office in order to allow students to walk home*)

3PM Students in Grades 5-8 and their siblings

AFTER SCHOOL CARE PROGRAM

2:45PM Students staying for the After School Care Program report to the Moderator for attendance.

Saint Columbkille School

Pre-K Dismissal Plan

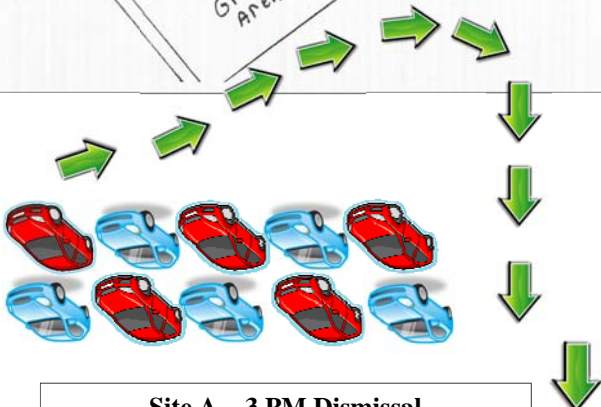
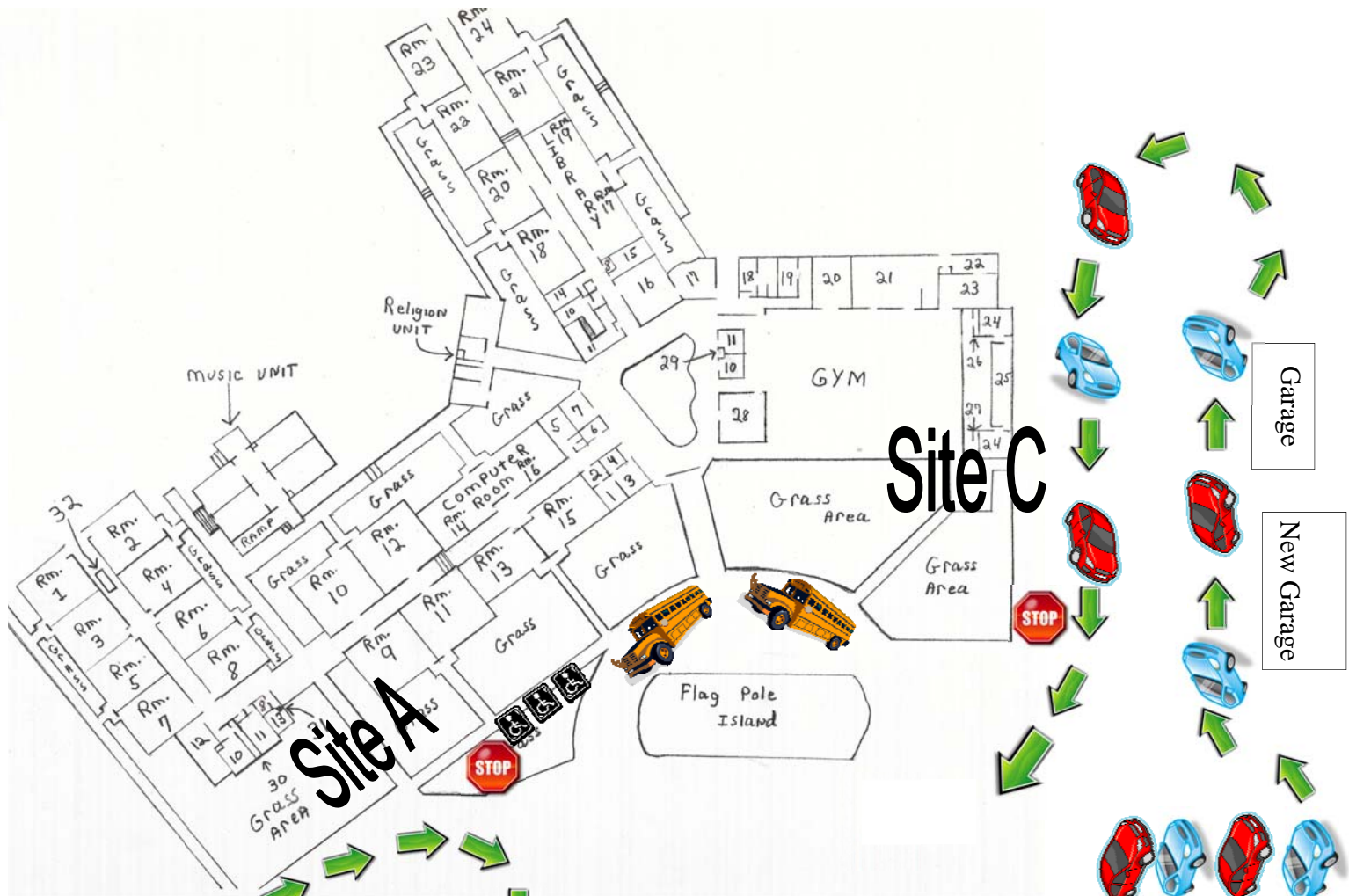
Pre-Kindergarten Dismissal Plan

- All Pre-K students will be dismissed at 2:45 P.M. along with their siblings at “Site A”.
- Pull all the way up to “STOP” area and put vehicle in “Park”.
- Display car number from the rear-view mirror.
- Remain in your car.
- To help expedite dismissal, pull away from the pick-up line to fasten seat belts.
- Do not criss-cross traffic when exiting.
- All vehicles are to adhere to the 10 mph speed limit in the entire parking lot at all times.

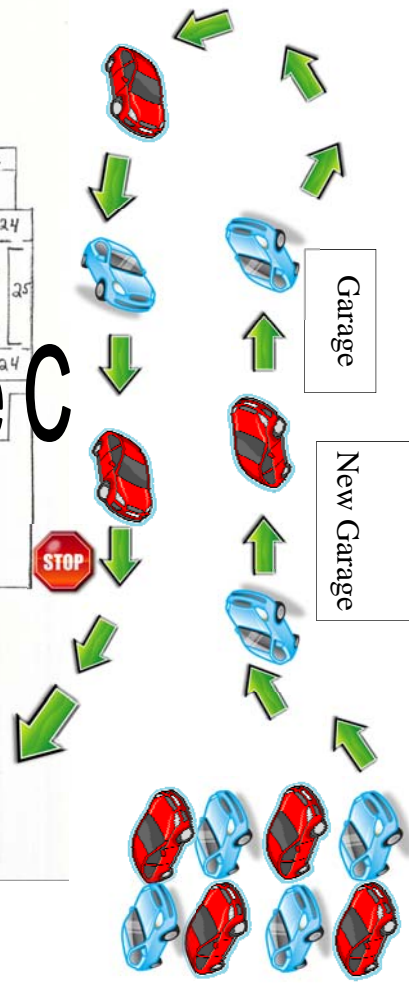
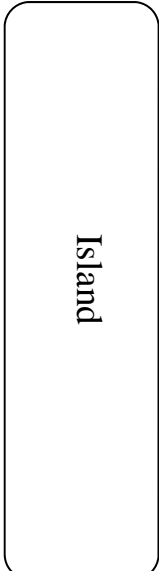


Saint Columbkille School

K-8 Dismissal Plan



- Site A ~ 3 PM Dismissal**
- Park in rows of 6.
 - Display your car # from the rear-view mirror.
 - Pull up row by row to “Stop” area.
 - Put vehicle in “Park”.
 - Remain in your car.
 - Do not criss-cross traffic.
 - Adhere to the 10 m.p.h. speed limit.



- Site C ~ 3PM Dismissal**
- Park in rows of 4.
 - Display your car # from the rear-view mirror.
 - Pull up row by row and follow same procedure as Site A.