

Hello Parents:

As a new principal I wanted to take a week to evaluate the drop off and pick up procedures at **Immaculate Conception Elementary**. (**This includes students riding the shuttles**). From what I can see we have a pretty good system in place, but we ALL need to adhere to the policies that are in place in order to maintain the safest possible environment for our children. Below you will find a number of key points, please be sure to read through them and help everyone to stay safe before and after school.

Do Not:

- ***Do not drop students off, or pick them up, on the opposite side of Vine and Second as this will force them to cross traffic to access the school grounds.***
- Do NOT drive through or PARK in the parking lot from 7:20 until the end of the day. We want to keep this area safe for drop off and recess.
- Ball playing at dismissal time is prohibited (*the playground/monkey bars/slide etc... are off limits as well*). This will help to ensure that everyone's attention is focused on the safe and orderly transfer of students from the school grounds to the vehicle that will take them home.
- If you drop your child off before driving all the way up to the intersection of Vine and 2nd St, please do NOT speed past the front of the line while other cars are exiting the line... This is a very dangerous practice. Please take your time and help prevent accidents.

Do:

- **Please maintain a one-way traffic pattern with all cars entering the school loading and unloading zone via Cedar Street to Second and exit using Vine Street moving away from the school (with Sleder's on your right). THIS IS VERY IMPORTANT. I have already seen cars driving South on Vine St. PLEASE refrain from this practice.**
- In the morning, those students waiting for the transfer shuttle to S.E.A.S. should plan to arrive by 7:30 a.m. and should line up on the **grass between** Vine Street and the school parking lot. When the busses arrive students must NOT run at the bus. Stay on the grass until the busses come to a complete stop.
- At dismissal time the students will form three lines (3rd grade, 4th grade, and 5th grade) between the church and school.
- Parents may either wait in line at the church curb along Second Street to pick up their child curbside and then exit to Vine Street towards Sleder's, **OR** they may park in the school parking lot and walk up to pick up their child. Parents who choose to park in the school lot at dismissal ***must pick their child up and escort them through the parking lot.***
- The safest traffic pattern for those wishing to park in the school lot at dismissal will be for cars to ***both enter and exit*** through the driveway at the end of Vine St. closest to Sleder's. The driveway closest to the school will be coned off to prevent a bottleneck with the cars that are picking children up curbside.

Other:

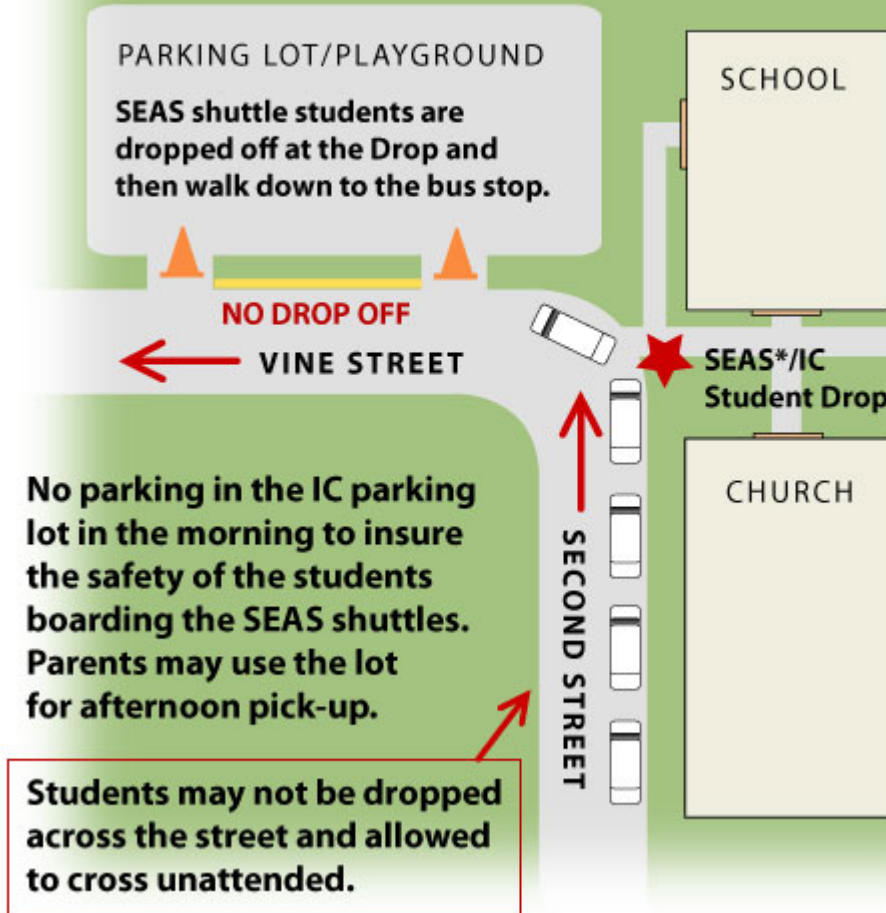
- Supervision of students will begin at 7:30 and end at 3:00. Parents are required to make arrangements for those students who need to arrive before 7:25 a.m. or who need to remain beyond 3:05 p.m.
- The Munson Enrichment Program will be offered after school from 2:40-6:00 p.m.

- When picking your child up in the car line, it helps tremendously if he/she is looking for you and heads toward the curb when your car is visible. We do NOT want him/her running to your car, but instead moving towards the curb area where the teacher will help load the cars.

Please see the Map below. It should help detail our procedures.

PICK UP AND DROP OFF PROCEDURES FOR IMMACULATE CONCEPTION ELEMENTARY

(including SEAS Shuttle Transfer drop off)



If you have any questions at all, please feel free to contact the school. Our main goal is student safety. Policies and procedures are only good if everyone involved puts them into practice.

Thank you for helping to make our school grounds a safe environment!

God Bless,

Matt Bauman
Principal – Immaculate Conception