



SACRED HEART OF JESUS SCHOOL

2017-2018 CAR POOL PROCEDURES (MAIN STREET CARPOOL)

The safety of your children is our highest priority. It is imperative that carpool procedures are strictly observed. Please use extreme caution during arrival and dismissal times because of the number of pedestrians and the traffic.

MORNING DROP-OFF PROCEDURES

1. Students may be dropped off as early as 7 a.m. **only** if they are enrolled in the Before-School Program. Parents may pull their cars onto the school grounds until 7:20 a.m.
2. Students not enrolled in the Before-School Program may not be dropped off until the 7:25 a.m. bell rings. If a child is dropped off before 7:25 a.m., the student is **required** to go to the Before-School Program and the parent will be charged for the Before-School service. Faculty report to monitor car pool at 7:25 a.m.
3. For morning drop-off of students not in Before-Care, use the carpool lane which is located on Main Street adjacent to the school sidewalk. **Pull up as far as possible** (to the white striped lines marking the crossing area, approximately at the center of the main gate) before letting your child out of the car. This will allow more cars to line up in the lane. A Sacred Heart faculty member will be on duty to welcome students.
4. Parents **should not** have to get out of the car to get the child out of the car or to get a book bag from the trunk of the car. If the child lock is on or the door can't be opened from the sidewalk side (car passenger side), you should drive out of the lane and park in the church parking lot for your child to enter school through the cross walk.
5. Please make sure that you are in the car lane before unloading. Children should be able to step out directly onto the sidewalk. **Do not drop students off in the street.**
6. Once the child has exited the car and the door is closed, you must drive through the lane and turn right onto North 22nd Street. **Please note that a U-turn on Main Street is illegal and you may be ticketed. More importantly, such a turn puts the safety of our students at risk.**

The drive by the east side of the rectory is not to be used for morning drop-off or parking. This area should be left open for persons working at the rectory or for visitors to the rectory. If you are not going to drop off your child in the carpool lane, please park along Main Street or in the church parking lot (west side) and walk your child across the street at the cross walk and through the school gates. *Also note that there are several reserved parking spaces in front of the rectory for church use only.*

AFTERNOON PICK-UP PROCEDURES

1. Students will be picked up from the carpool lane. They will be seated on the school grounds and ready for pickup. During extremely hot days and rainy days, the students will be seated in the gym.
2. Parents should line up for carpool behind Sacred Heart of Jesus Church by entering the east parking lot off Main Street. Cars arriving early will pull forward in the driveway east of the church, then cars will line up in three separate lines behind the church and parish hall. One car from each line will move forward, beginning with the line closest to the church and parish hall, then the second, then the third line.
3. Please make sure that your family carpool tag is displayed prominently in the front window or from the rear view mirror.
4. A faculty member will be posted in front of the school gym to call children for pick-up. Faculty members will be placing your child into the car on the sidewalk (car passenger) side.
5. Once the child has entered the car and the door is closed, you must drive through the lane and turn right onto North 22nd Street. **Please note that a U-turn on Main Street is illegal and you may be ticketed. More importantly, such a turn puts the safety of our students at risk.**
6. **Please do not park your car and walk over to pick up your child from the school grounds. Students will not be released to parents who walk over to the school grounds. Parents must use the carpool.**