



Carpool Procedures

The safety of your children is our highest priority. It is imperative that carpool procedures are strictly observed.

MORNING DROP-OFF PROCEDURES

- Students may be dropped off as early as 7 a.m. **only** if they are enrolled in the Before-School Program. Parents may drop students off in front of the cafeteria until 7:25 a.m.
- Students not enrolled in the Before-School Program may not enter the school grounds 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.
- **For all students**, use the carpool lane which is located on Main Street adjacent to the school sidewalk. Please enter the carpool lane from behind the church to prevent Main Street from getting backed up. **Pull up as far as possible** (to the crosswalk) before letting your child out of the car. Students will exit the car on the **passenger side**. Please make sure that you are in the car lane before unloading. **Do not drop students off in the street**. Once the child has exited the car and the door is closed, you must drive forward through the lane and turn onto North 22nd Street.
- Students should have all books and materials in hand when they exit the vehicle. Parents **should not** exit the vehicle to help their child.

AFTERNOON PICK-UP PROCEDURES

- **Please make sure that your family carpool tag is displayed prominently in the front window or from the rear view mirror until your child has entered your vehicle.**
- **For all students**, use the carpool lane which is located on Main Street adjacent to the school sidewalk.
 - Parents should line up for carpool behind Sacred Heart of Jesus Church by entering the 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.
 - A faculty member will call your child for pick-up and other faculty members will be placing your child into the car on the **passenger's side only**. Once the child has entered the car and the door is closed, you must drive through the school yard and turn right onto Main Street.
 - *Note:* The first 4 spots in carpool are reserved spaces. Please leave them open for the families that purchased these spots at the school auction.
- **Students will not be released to parents who walk over to the school grounds; parents must use the carpool lines.**