

## **DAILY DROP-OFF PROCEDURES** **AND ADMISSION REMINDERS FOR FIRST DAY OF SCHOOL**

### **Drop-Off Procedures for Upper School Students**

The area directly in front of the upper school from Dover Street to Winthrop Street has been designated as a drop-off area for upper school students (grades 3-8). That means that there is NO standing or parking directly in front of the upper school during this time. Drivers are to pull up and drop their passengers off and then immediately pull away from the curb. **There is NO PARKING in front of the upper school at this time.** In this way, we protect the safety of all of our children by alleviating the congestion and double parking in front of the upper school and keep traffic flowing smoothly.

Upper School bus students will continue to be received at the rear of the upper school and enter the building through the cafeteria entrance. This will remain supervised.

### **Drop-Off Procedures for Lower School Students**

We will continue our car drop-off car line in front of the lower school this year. The area directly in front of the lower school from Pembroke Street to the St. Francis Garden has been designated as a drop-off area for lower school students (grades PreK-2). That means that there is NO standing or parking directly in front of the lower school during this time. Drivers are to pull up and drop their passengers off and then immediately pull away from the curb. **There is NO PARKING in front of the lower school at this time.** In this way, we protect the safety of all of our children by alleviating the congestion and double parking in front of the lower school and keep traffic flowing smoothly. If your child needs assistance to get out of the car, we recommend finding a parking spot and walking your child to the line.

Lower school bus students will continue to be received at the Pembroke Street entrance. This will remain supervised.

**Pembroke Street is CLOSED except for buses. Do not park on Pembroke Street. When dropping off and picking up your children, do not park or stop in the bus zone on Winthrop Street next to the upper school.** Parking is available on Dover Street, Astor Place and Park Avenue. There may also be spots on Willis Avenue north of Pembroke and Winthrop Streets. If not using the car drop-off, please park your car and walk your children to the St. Francis Garden (lower school) or main doors (upper school).

**Please note school opens daily at 7:40 AM. Walkers should not arrive before then as there will be no supervision prior to that time. Students in grades K-8 should be in school by 7:50, the latest in order to begin their day without being rushed. All doors will be promptly closed at 8:00 AM. Nursery and PreK students are asked to arrive on time so as to not disrupt their classes.**

On the first day of school, all students in grades K-2 will be brought to Monsignor Kirwin Hall to assemble into their new class groups. Students in grades 4-8 will report to their previous year's classrooms. For example, if a student entering sixth grade this year was in class 5-1 last year, he/she will report to the 5-1 classroom on the first day of school. The teachers will then come to the classrooms and assemble their new homeroom groups for this year. Students entering grade 3 will report to their new building where they will be directed to the cafeteria to meet the third-grade teachers. All NEW students in grades 1-8 should report to the main office in either the lower school or the upper school.

### **Walkers for the following classes will use the Pembroke door for ARRIVAL:**

N-1, N-4, and N-5 (at 8:30 AM on class days)

### **Walkers for the following classes will use the St. Francis Garden door for ARRIVAL (between lower school and church):**

N-2, N-3, and N-6 (at 8:30 AM on class days)

**Walker DISMISSAL procedures will be shared with you by your child's homeroom teacher.**