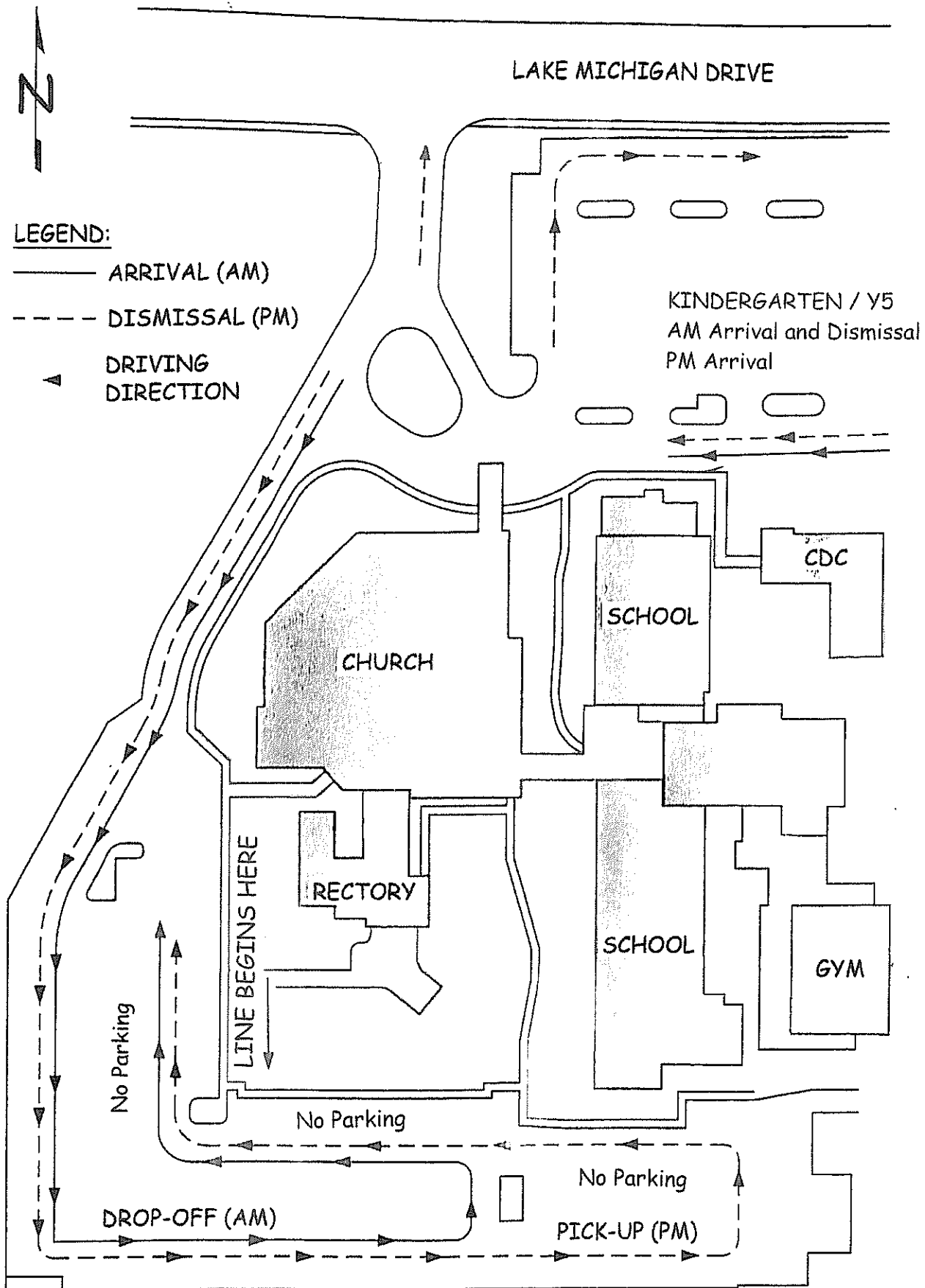


# HOLY SPIRIT SCHOOL ARRIVAL/DISMISSAL PATTERNS



Dear Parents,

In an attempt to always make students' safety our number one priority, we have made some adjustments to our pick up and drop off procedures. Please take the time to read over these changes and to share this information with anyone else who may be picking up your child from school.

**AM DROP OFF FOR GR. 1-8:** All students in grades 1-8 must be dropped off in the back (south) parking lot. There will be a wagon train that forms by the basketball court fence and curves around behind the rectory. Please see the attached map. If you are the first car in line, pull all the way forward to the first cone and have your children exit the car and walk on the sidewalk to the playground or to their designated spot. Please do NOT stop by the island located between the two parking lots as this causes traffic back up for the cars behind you. Students should be dropped off between the two cones.

**EXITING THE LOT:** When you are leaving the school parking lot, please use the main entrance on to Lake Michigan Dr. If you decide to use the entrance to the east or to the residential neighborhood, please drive to the furthest north end of the parking lot, adjacent to Lake Michigan Drive. This will allow the wagon train for our young fives and kindergarten students to run efficiently and safely.

**DROP OFF FOR Y5 AND K:** All young fives and kindergarten students will get dropped off to their teacher in the front (north) doors of school. Parents should form a wagon train with all cars facing west. There is enough room to form two lanes of the wagon train. Parents please wait until you pull towards the front of the wagon train and have your child exit the car on the sidewalk side of your car. If you need to talk to one of the teachers, please park your car in the parking lot and walk your child to the front door. This will help to keep the wagon train moving smoothly. Parents can utilize the same procedures for dismissal if your child attends young fives or am kindergarten as these students are dismissed out the front doors.

**PM PICK UP FOR GR. K-8:** This year we would like to strongly encourage you to utilize the wagon train system so as to keep cars moving efficiently and to keep our students safe in the parking lot. In the afternoon, the wagon train will start on the south end of the lot (adjacent to the basketball courts and playground) and curve around behind the school building. If you are the first car, please pull forward to the first cone. All students will be required to stay on the sidewalk until we see your car and dismiss your child to you. If you are choosing to park your car not in the wagon train, you will need to walk to meet your children on the sidewalk and escort them back to your car. We are also asking that students refrain from playing on the playground or playing in the grass with their friends until the wagon train is complete. This new process will help us to ensure that all students remain safe and accounted for.

We truly appreciate your cooperation as we try to instill these new procedures. If you have any questions, concerns, or suggestions, please feel free to share them with us. We will have extra teachers outside the first couple weeks of school to help make this a smooth transition.