

Student Drop-Off/Pick-Up Procedures

Marquette Street Campus

For everyone's safety, all parents and students must be familiar with these procedures by the first day of school. Please read these directions/procedures carefully.

PLEASE NOTE: It is imperative that you share this information with anyone who picks up or drops off your child. For the safety of our students, this procedure will be strictly enforced. Thank you for your cooperation.

Drop-Off Procedures for Kindergarten – Grade 4

Students arriving prior to the first bell (8:15 a.m.) may play on the playground starting at 8:00 a.m. Students may not be on the playground prior to the 8:00 a.m. supervision. **Children are not to be in the school hallways or classrooms before the 8:15 a.m. bell.** Exceptions are made for band and orchestra students, and teacher requests. Students entering the building prior to the 8:15 a.m. bell (for band or other approved reason) must be walked into the school by an adult.

Normal Procedure: Please drop students off using the carline on Division St. Cars should approach from the north, going south on Division St. and into the parking lot. Due to the no stopping and standing signage, Lindbergh St. is only for buses. See the attached map for directions and locations.

Parking in the West Side Parking Lot: If you would like to walk your children into school you must use the West Side Parking Lot. Doors will open at 8:10 a.m. All students **MUST** be escorted inside by a parent or guardian if you are using the Main School Entrance, as marked on the map. Under no circumstances should students be alone in the West Parking Lot.

Drop-Off Procedures for PreK3 and 4K

PreK3 and 4K parents must park in the West Parking Lot and walk their students into school using the Main School Entrance. Doors will open at 8:10 a.m. Families should wait for the teacher in the classroom hallway. Enter and exit the West Side Parking Lot following the parish in and out signage. Under no circumstances should your child be alone in the West Parking Lot.

Pick-Up Procedures for Kindergarten, Grade 4 and their siblings

All kindergarten and Grade 4 families and their siblings will use a carline/pick up at the main entrance. These families should enter the parking lot on Erb St., drive toward the main entrance and then exit onto Marquette St. through the middle driveway. See the linked [map](#). Older students will find their kindergarten sibling and wait in line with them and the kindergarten teacher, each day. Kindergarten and 4th grade families will use a gold sign to signify you are a main entrance pick up.

Pick-Up Procedures for Grades 1 - 3

Please pick-up students using the carline on Division St. Cars should approach from the north, going south on Division St. and into the parking lot. Due to the no stopping and standing signage, **Lindbergh St. is only for buses.** See the linked [map](#) for directions and locations. Please be mindful of our community neighbors and do not block driveways or intersections or do u-turns. First - third grade families will use a white sign to signify you are an east side parking lot pick up.

If you prefer to [park and walk up](#) to get your children, please **DO NOT** walk between cars in the carline. Proceed to the marked area near the church doors and show your family sign to the caller.

11:15 a.m. Pick-Up Procedures for PreK3 and 4K

PreK3 and 4K parents must park in the East Side Parking Lot and meet their children at the edge of the parking lot. Students will be dismissed by their teacher at 11:15 a.m.