

# 2018-2019 Arrival and Dismissal Guidelines



WELCOME to St. Catherine of Siena School! In order to safely and efficiently move our nearly 900 students on and of campus each day, please be aware of the following policies and procedures.

## Arrival

Pre-K3	PreK-4 and Kindergarten	Grades 1-7
<ul style="list-style-type: none"><li>Drop off begins at 7:50.</li><li>Parents will park in the lot behind the Church on Bonnabel Blvd. and walk students onto campus through the gate behind the Senior Building (there will be a teacher present at this gate).</li><li>From 7:50-8:10, students should be dropped off in the library.</li><li>From 8:10-8:30 you will walk your student to his/her classroom.</li><li>Drop off ends at 8:30.</li><li>If your student arrives after 8:30, please bring your student in through the school office.</li></ul>	<ul style="list-style-type: none"><li>Drop off begins at 7:50.</li><li>Parents will drop students off at the Barrett Complex ramp.</li><li>To drop off, join the carpool line in the parking lane on Bonnabel Blvd. and proceed in the line to the ramp.</li><li>Please join the line as soon as possible and remain in the line until you have dropped off your student(s).</li><li>Drop off ends at 8:30.</li><li>If your student arrives after 8:30, please bring your student in through the school office.</li></ul>	<ul style="list-style-type: none"><li>Drop off begins at 7:45.</li><li>Students will be dropped off using the carpool line in the parking lane on Bonnabel.</li><li>Students will unload from their vehicles in the parking lane and enter the school yard through one of the two large "car" gates on the school parking lot.</li><li>Drop off ends at 8:30.</li><li>If your student arrives after 8:30, please bring your student in through the school office.</li></ul>

## Important information

- PK3, PK4, and Kindergarten students CAN be dropped off with their older siblings at the Grades 1-7 carpool in the morning. Older students can walk their younger siblings in beginning at 8:00. PK3 students can be walked to the library/their classroom (time depending). PK4/Kinder. students can be walked to the hallway in the Barrett Complex.
- Students cannot be dropped off at, or enter school through, the school office, unless they arrive after 8:30.
- Students in all grade levels who arrive to school after 8:30 must be walked by an adult to the school office.
- If it is raining during arrival, vehicles will be directed onto the school parking lot to unload students. Cars will be lined up in the manner of the main afternoon carpool procedure.

# Dismissal

Pre-K3	PreK-4	Grades 1-7
<ul style="list-style-type: none"> <li>• Pickup begins at 2:40 on the Barrett Complex ramp.</li> <li>• Please have a sign displayed with the student's name.</li> <li>• To pickup, join the carpool line in the parking lane on Bonnabel Blvd. and proceed in the line to the ramp.</li> <li>• Please join the line as soon as possible and remain in the line until you have picked up your student(s).</li> <li>• Pick up ends at 3:00.</li> <li>• All remaining students will be sent to afterschool care.</li> <li>• Any PK3 student going home with an older sibling will be housed in the Barrett hallway or cafeteria until the sibling picks the PK3 student up.</li> </ul>	<ul style="list-style-type: none"> <li>• Pickup begins at 2:40.</li> <li>• Parents will pick up at the Barrett Complex ramp.</li> <li>• Please have a sign displayed with the student's name.</li> <li>• To pickup, join the carpool line in the parking lane on Bonnabel Blvd. and proceed in the line to the ramp.</li> <li>• Please join the line as soon as possible and remain in the line until you have picked up your student(s).</li> <li>• Pick up ends at 3:00.</li> <li>• All remaining students will be sent to afterschool care.</li> <li>• Any PK4 student going home with an older sibling will be housed in the cafeteria until the sibling picks the PK4 student up.</li> </ul>	<ul style="list-style-type: none"> <li>• Pickup begins at 3:30.</li> </ul> <p><b><u>For carpool:</u></b></p> <ul style="list-style-type: none"> <li>• Cars will enter the school yard through the large gate closest to the Church.</li> <li>• Please have a sign displayed with the student's name.</li> <li>• To pickup, join the carpool line in the parking lane on Bonnabel Blvd. and follow it onto the school yard.</li> <li>• Park as directed by school personnel.</li> <li>• Carpool ends at 3:50. All remaining students will be sent to aftercare.</li> </ul> <p><b><u>Other ways to leave campus:</u></b></p> <ul style="list-style-type: none"> <li>• Students can walk home or meet an adult at the Barrett Complex ramp.</li> <li>• Those picking up at the Barrett ramp, please display a sign with the student's name.</li> <li>• Students may exit this way if they are walking home.*</li> <li>• Students MAY NOT be picked up by car at this location.</li> <li>• At 3:40, remaining students will be walked to the main carpool area.</li> <li>• Students can walk home or meet an adult at the "Church" gate behind the Senior Building.</li> <li>• Those picking up at the Church gate, please display a sign with the student's name.</li> <li>• Students may exit this way if they are walking home.*</li> <li>• Students MAY NOT be picked up by car at this location.</li> <li>• At 3:40, remaining students will be walked to the main carpool area.</li> </ul>
	<b>Kindergarten</b>	
	<ul style="list-style-type: none"> <li>• Pickup begins at 3:05.</li> <li>• Pickup ends of 3:20.</li> <li>• Follow the same procedures listed for PK4.</li> <li>• All remaining students will be sent to afterschool care.</li> <li>• Any K student going home with an older sibling will be housed in the cafeteria until the sibling picks the K student up.</li> </ul>	<p><b>Important Info: Grades 1-7</b></p> <ul style="list-style-type: none"> <li>• *If you want your student to have permission to walk home, please indicate on the last page of the Family Handbook and return to the office.</li> <li>• Students in grades 4-7 who have siblings in 1-3 will meet their siblings at their dismissal locations.</li> <li>• NO ONE is allowed to walk onto the school yard during dismissal. If your arrive during dismissal, to pick up a student in aftercare, go to the school office.</li> <li>• Parking IS NOT PERMITTED on Bonnabel from Metairie Road to the Barrett Ramp from 3:00-4:00, by law.</li> <li>• We use the same process, rain or shine.</li> </ul>

# 2018-2019 Arrival and Dismissal Times, at a glance

## Arrival Times

### **PK3**

7:50-8:30 at the gate behind the Senior Building

### **PK4, Kindergarten**

7:50-8:30 at the Barrett "ramp"

### **Grades 1-7**

7:45-8:30 on the school yard

## Regular Dismissal

### **PK3**

2:40-3:00 at the Barrett "ramp"

### **PK4**

2:40-3:00 at the Barrett "ramp"

### **Kindergarten**

3:05-3:20 at the Barrett "ramp"

### **Grades 1-7**

3:30



## 2:30 Wednesday Dismissal

### **PK3, PK4**

1:40-1:55 at the Barrett "ramp"

### **Kindergarten**

1:55-2:10 at the Barrett "ramp"

### **Grades 1-7**

2:30 on the school yard

## 12:00 Dismissal

### **PK3, PK4**

11:10-11:25 at the Barrett "ramp"

### **Kindergarten**

11:25-11:40 at the Barrett "ramp"

### **Grades 1-7**

12:00

**Quarter Day and Half Day Absences (Regular School Day)**

<b>Half Day</b>		<b>Quarter Day</b>	
<i>PK3 &amp; PK4</i>	After 9:00, Before 2:15	XXXXXXXXXXXXX	XXXXXXXXXXXXX
<i>Kindergarten</i>	After 9:00, Before 2:35	XXXXXXXXXXXXX	XXXXXXXXXXXXX
<i>Grades 1-7</i>	After 9:00, Before 2:59	<i>Grades 1-7</i>	3:00-3:29

**Quarter Day and Half Day Absences (Early Dismissal Days)**

<b>Grades 1-7 ONLY</b>	<b>2:30 Dismissal</b>	<b>12:00 Dismissal</b>
<i>Half Day Absence</i>	After 9:00, Before 1:30	Any time after 9:00
<i>Quarter Day Absence</i>	After 1:30, Before 2:29	XXXXXXXXXXXXXXXXX