

# OLGC Carpool Policies & Procedures for the 2021-2022 School Year

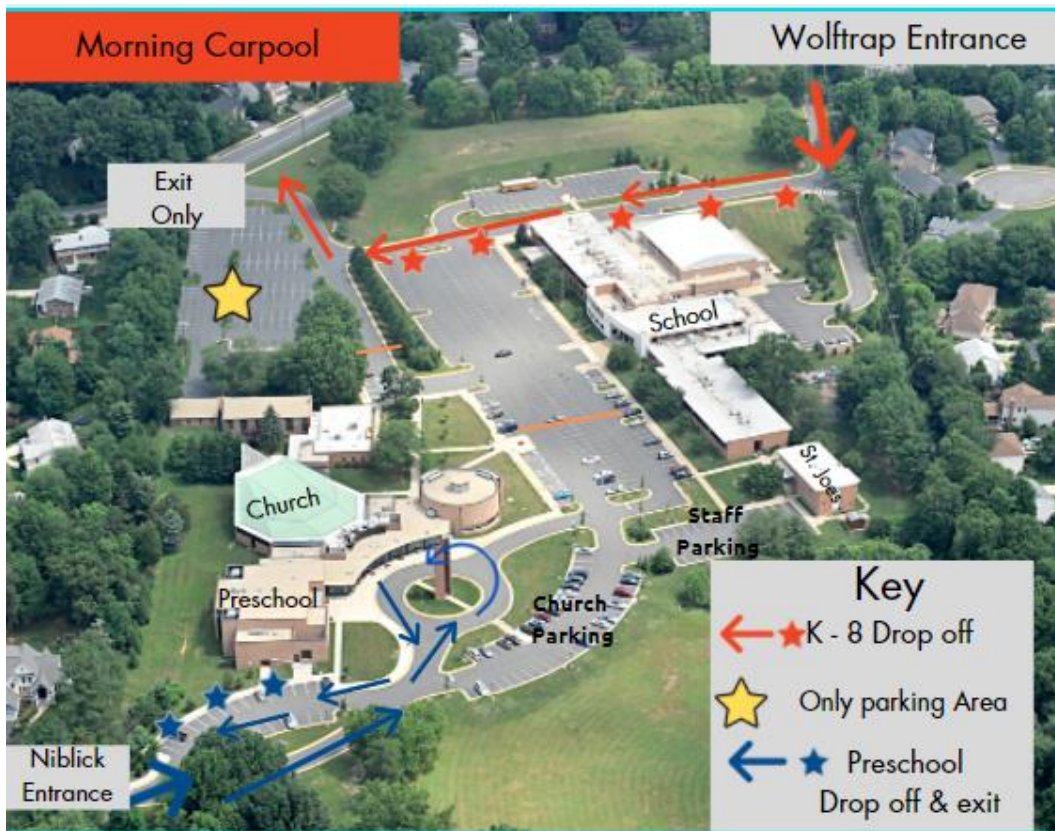
---

We are making every effort to ensure the safety of your children upon arrival and dismissal at school and at recess during the school day. The following measures will be strictly enforced. Volunteers and all other visitors must park in the upper lot during the school day. There will be no parking in the St. Joseph Center lot nor in the center of the main parking lot. Please note that the procedures may be impacted by various events on campus at times. If and when that occurs there will be staff present to direct you on changes. We appreciate your patience, understanding, and careful attention throughout these carpool procedures.

## Morning Drop-off K - 8

**Red arrows** at the top indicates drop-off for Kindergarten – 8<sup>th</sup> grade students from Wolftrap Road.

- Families must enter through the rear Wolftrap Rd entrance via the Notre Dame entrance.
- Single lane of cars follow along the gym sidewalk – **DO NOT pass cars and follow in a single line.** The line will continue down to the stop sign to allow for maximum amounts of children to be dropped off each time.
- All students will exit vehicles on the side closest to the school building when possible. If that is not possible, please have the children walk in front of your car to ensure their safety.
- Students should exit vehicles and walk to their corresponding spot in line in front of the school building.
  - Students in middle school will line up and congregate in the morning outside of the Counsel Room doors.
  - Students in grades 3 – 5 will line up and congregate in the morning between the main office doors and the island area before the Counsel Room doors (when looking at the school building).
  - Students in grades K – 2 will line up and congregate in the morning in front of the lower elementary wing.
- Once your student(s) have exited your vehicle and the car in front of you starts to move forward, you may follow and exit the campus via the upper Wolftrap exit. **PLEASE DO NOT PASS ANY CARS!**
- Anyone who is tardy after prayer and pledge will need to enter through the main office doors and check in with the receptionist. Please make every effort to arrive to school on time.



## Morning Drop-off - Preschool

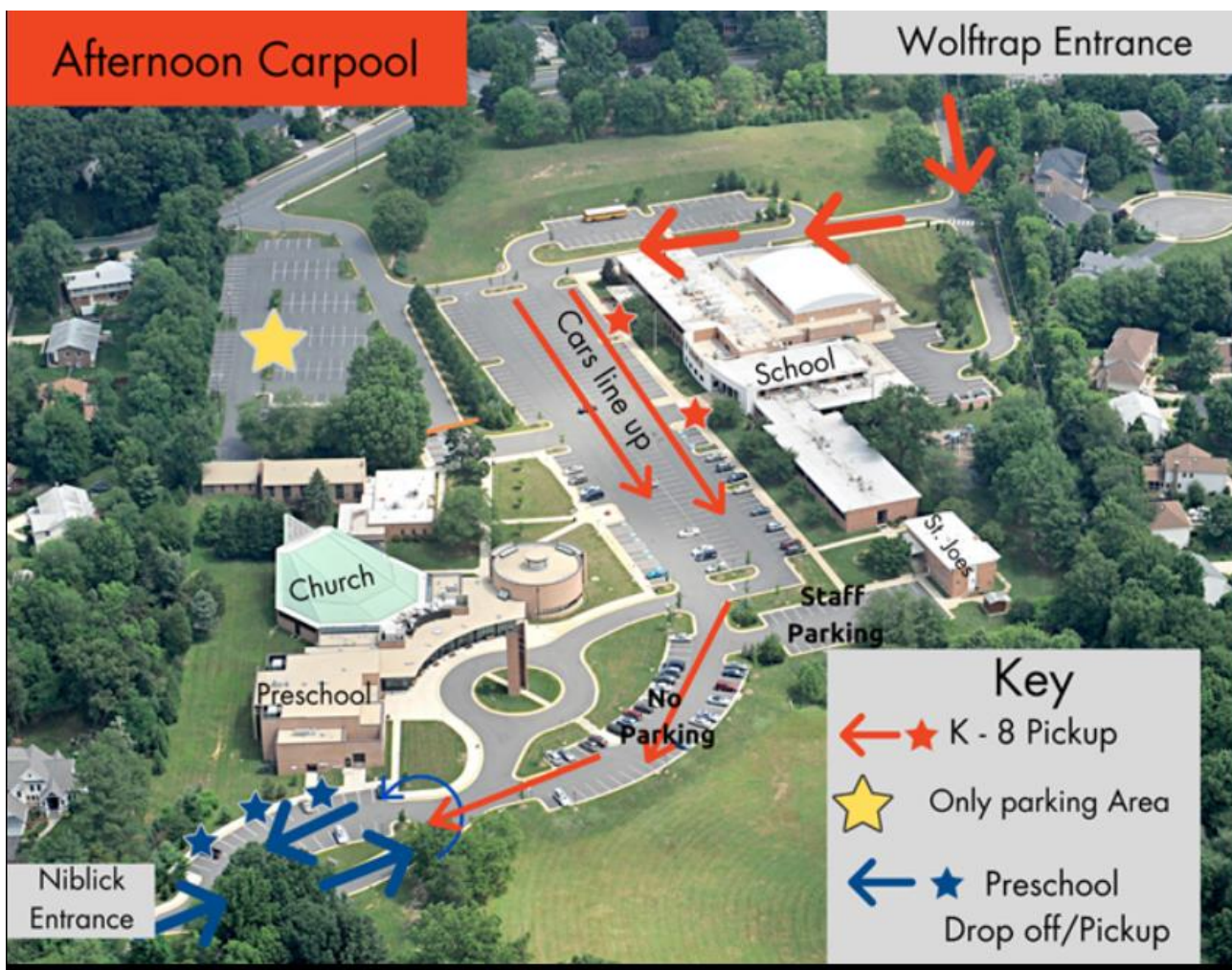
Preschool families should enter from Niblick Drive and follow the blue arrows on the diagram to bring students to the Preschool. Please park (pulling straight in not backing in) in the lower lot on the right hand side of the lot (facing the building) ONLY, if filled we will queue cars onto the left hand side of the lot in a straight, single file line until spots open up. If the line is also full, we ask that you line up alongside the Church and wait patiently for a parking spot to become available. We want to avoid blocking the entrance to the Church if at all possible. **Please note that the procedures may be impacted by various events on campus at times. If and when that occurs there will be staff present to direct you on changes. We appreciate your patience, understanding, and careful attention throughout these carpool procedures.**

If you have siblings in the “big school” please plan on dropping off the older siblings following the carpool procedures for the students in K – 8 and exit via Wolftrap Road and travel around to the Niblick entrance for Preschool drop-off.

Once parked, please make sure you have a sign displaying the family name in the front car windshield so that we can quickly identify the family. Once the staff member gives the thumbs up sign that it is safe, please safely get your preschooler out of the car and stand at the front of your car until a staff member comes to safely escort your child into Preschool. No family members may join the child this year into the building. Please make every effort to arrive to school on time as we may not be able to allow students in after 8:10am.

## Afternoon Pick-up for K - 8

- **In the afternoon:** No students will be dismissed between 2:30 – 3:00pm.
- All vehicles must enter through the rear Wolftrap Rd entrance and exit via Niblick Dr.
- Pickup is from the main parking lot in front of the school. No pickup is allowed at the St. Joseph Center or the upper parking lot.
- Please be in place between 2:30 and 2:55 pm.
- Please form only one line of cars and take the next available spot in the lane, if the lane is full, please begin a new lane. There should be no separation of vehicles for any reason, a continuous set of single-file lines is what we ask for.
- Families must have a sign or magnet displayed in their car windshield (preferably on the driver side window) with their last name that is clear and readable. Children will be released by car line beginning at 3pm with announcements from outside carpool staff who will be relaying names of families into the building. Children will exit from the main entrance or the Counsel Room entrance only, find their vehicle in the first available lane and then cars from that lane will be safely dismissed. The procedure will continue until all cars have been filled and all children have been dismissed for the day.



## **Afternoon Pick-up for Preschool**

Preschool families should enter from Niblick Drive and follow the blue arrows on the diagram to pick up students to the Preschool. Please park in the lower lot, if filled please line up alongside the Church and wait patiently for a parking spot to become available.

Once parked, families are asked to patiently wait in front of the car with a sign displaying the family name in the front car windshield so that we can quickly identify the family and escort the child out of Preschool for the day. Once it is safe to exit, please exit via Niblick Drive and one by one the cars will be safely dismissed.