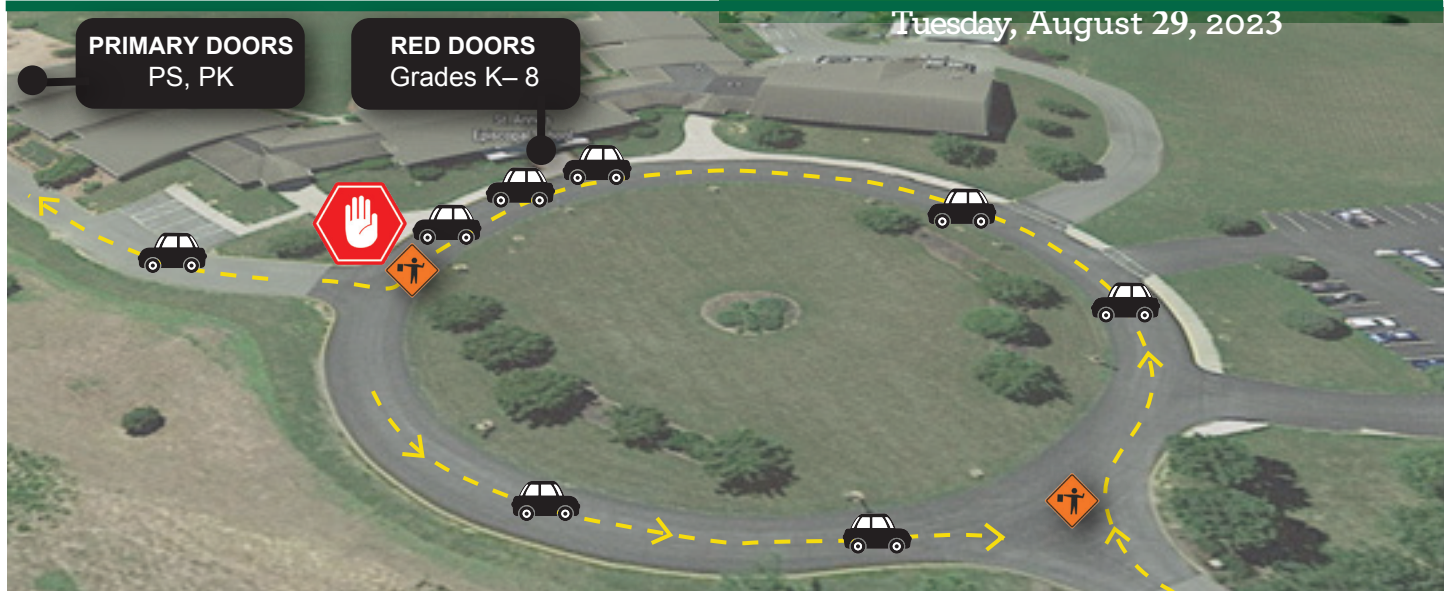


# St. Anne's First Day of School

## Arrival and Departure Procedures

Tuesday, August 29, 2023



Map of Arrival and Entering the Building

## Arrival

Car line drop-off begins at 8:00 am.

### THE CAR LINE AND THE VEHICLE MOVEMENT

- Please wait at the brick pillars until a member of our team signals the start of the arrival process.
- **MS and LS student cars** will follow the vehicle in front of them and proceed on the outside of the circle. Please pull **all the way up** the Lower School entrance.
- **Primary School student cars** will follow the vehicle in front of them as they proceed on the inside of the circle. Please pull **all the way up** the Lower School entrance. A traffic monitor will direct traffic into the Primary driveway.
- If you did not receive your carline tag, please give the adult helper your child(ren) name and grade

### UNLOADING

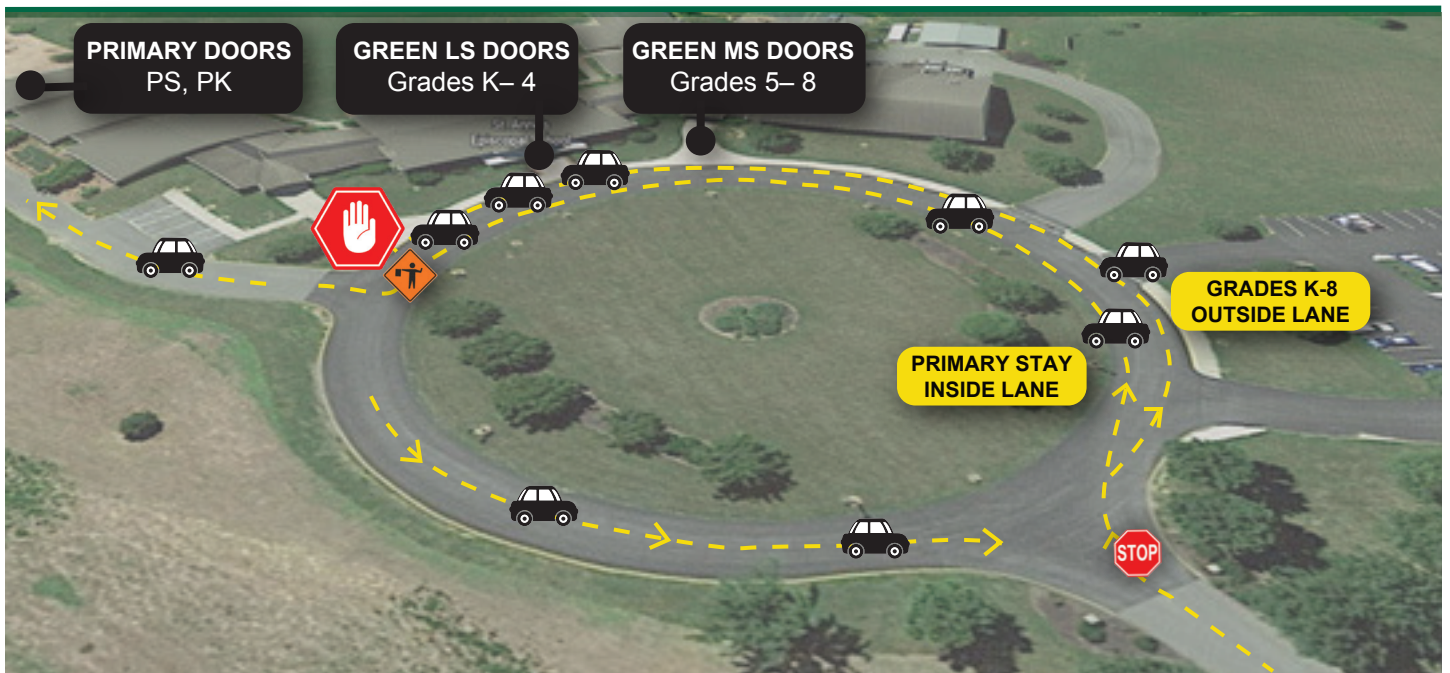
- There will be an adult helper to unload children.
- Pull up along the MS/LS carline circle (outside) or Primary School (PS, PK) carline drive (inside).
- Pull up as far as you can to the front of the circle even if it means pulling past your child's entrance

in order to maximize the number of students who can exit vehicles during stopped traffic, helping the speed up drop off.

- Students should gather his/her things, including his/her lunchbox, extra mask, and water bottle, and then proceed to the entrance designated for his/her grade level.
- **MS/LS Unloading:** Once the vehicle has stopped, the MS/LS students should exit and walk up the sidewalk and into the Red doors.
- **Primary Unloading:** A Primary teacher will unload children and help/direct them inside to their classroom.
- The bus will unload in the main car line circle and younger students will be walked to their classes as needed.

## Entering the building

- **Primary students** enter through the Primary doors at the end of the Primary School driveway. One teacher from Primary will be in the circle to receive students, unbuckle, and walk the student to the door.
- **Grades K-8** enter through the Red doors.



Map of Dismissal

## Dismissal

### Car line pick-up begins at 3:30 pm.

- School transportation vans/buses will be stationed along the side of the gymnasium.
- Please ensure your car tag is clearly visible in the front right-hand corner of your vehicle's dashboard.

### THE CAR LINE AND THE VEHICLE MOVEMENT

- The first car in the car line should stop at the brick in front of the circle and wait for dismissal to begin.
- **MS and LS student cars** will follow the vehicle in front of them as they proceed on the outside of the circle. Please pull **all the way up** the Lower School entrance.
- **Primary School student cars** will follow the vehicle in front of them as they proceed on the inside of the circle. Please pull **all the way up** the Lower School entrance. A traffic monitor will direct traffic into the Primary driveway.
- If you did not receive your carline tag, please give the adult helper your child(ren) name and grade.

### LOADING

- **MS students** will exit the building through the Green MS doors and should proceed to their vehicle.
- **LS students** will exit the building through the Green LS doors and should proceed to their vehicle.
- **Primary students** will exit the building through the Primary doors at the end of the Primary driveway. Primary teachers will load students into their vehicle.
- If a caregiver needs to buckle a child into their carseat, please do so before driving away.
- Be careful rejoining traffic and watch for traffic monitor at intersection.

### EXTENDED CARE

- Children who will be attending Extended Care (EC) will be escorted to the EC area.