ARRIVAL & DISMISSAL PROCEDURES

The school doors open at 7:40 a.m. For the safety of our students, anyone arriving before 7:40 a.m. must report to Extended Care. Please be aware that students need to be pre-registered for Extended Care to utilize this service, even if the service is used infrequently.

Arrival Procedures

Bus Riders and Walkers:
All buses serving our school park in front of the Rectory. Students arriving by bus and walkers will enter the school through the front doors.

Car Riders:

- All students arriving by car must be dropped off in the car line between 7:40 – 8:00 a.m.
- Children should **not** exit their vehicles until a morning crew member opens their car door.
- **Students must exit their vehicles on the passenger side only**. • After dropping off your child, please wait for the vehicle in front of you to move. Do not pull ahead of any vehicle in front of you.
- Dropping off a child in the front of the school or on Columbine Avenue during morning arrival is not permitted.
- Students arriving after 8:00 a.m. should report to the main office doors **with a parent.**
- Students will be marked late if they arrive after 8:05 a.m.

The Bethlehem Area School District has determined any drop-off or pick-up on Catasauqua Road is unsafe; therefore, at no time during the school day should any child be dropped off or picked up on Catasauqua Road. For the safety of all children, we expect all parents to abide by this policy.

Dismissal Procedures

Change in Student's Regular Dismissal Method:

Please send a note to your child's teacher if you need to change your child's regular method of dismissal. As a reminder, students are not permitted to ride on a bus to which they are not assigned, even with a parent note.

If an emergency arises during the day and you need to change your child's regular method of dismissal, please contact the school office by 2:00 p.m. If you need to pick up your child early from school, you must send a note to the student's teacher.

Bus Riders:

All buses serving our school park in front of the Rectory. Students may NOT go home with another student by riding the bus with that student. This method is NEVER permitted, even with a parent or guardian's permission.

Walkers:

The only students permitted in this line are students who walk home from school. We will dismiss walkers from the courtyard in front of the school at approximately 3:00 p.m.

Extended Care [610-866-2231]:

Please be aware that students need to be pre-registered for Extended Care to utilize this service, even if the service is used infrequently. **Students in Extended Care may not be picked up until 3:15 p.m., after car line dismissal.**

Car Riders:

We will be staggering the dismissal of car riders by grade. All children in the same family or carpool will be dismissed TOGETHER**.**

Kindergarteners and their siblings will be dismissed at 2:45 p.m. to the courtyard in front of the school. **(Kindergarten with all siblings: first and second-floor siblings)** We ask that you park in the lot next to the Church on Dahlia Street and walk to the courtyard to pick up your child.

First Grade and their siblings will be dismissed at 3:00 p.m. to the courtyard in front of the school. **(First Grade with all siblings: first and second-floor siblings)** We ask that you park in the lot next to the Church on Dahlia Street and walk to the courtyard to pick up your child.

We will be dismissing students approximately at the following times:

2:45: Kindergarten with their siblings: Courtyard
2:50: Grade 7 and Grade 8: Parish Center
3:00: Grade 5 and Grade 6: Parish Center
3:00: Grade 1 students with their siblings: Courtyard
3:10: Grade 4 Grade 3 and Grade 2: Parish Center

If you arrive before your child is scheduled to be dismissed, you will be directed to the lower parking lot.

- At dismissal, all vehicles must enter the lower parking lot until a staff member is present and directs you to the upper lot. DO NOT LINE UP ON ABINGTON ROAD; PARKING IS NOT PERMITTED THERE DURING DISMISSAL.
- **Vehicle Identification Cards will be sent home on the first day of school. PLEASE DISPLAY THIS CARD ON THE PASSENGER SIDE OF YOUR VEHICLE'S VISOR.**
- Once a staff member is present, based on the color of your dismissal card, he or she will direct you to the lower lot or send you to the upper lot and you will be directed into a parking space.
- After you have parked, please exit your vehicle and walk with caution to your child's dismissal location to meet the student(s).
- Cautiously proceed to your vehicle and carefully exit the parking lot without backing out of the parking space.
- We ask that you refrain from talking or texting on your cell phone and drive slowly while dropping off in the morning and parking for dismissal in the afternoon. **The speed limit on school grounds is to be kept at or below 10 mph.** This is for the safety of all students and staff members.
- **Parents and guardians may not escort their child(ren) to a vehicle parked on any adjacent street during dismissal.**