



Please see below for our entrance and dismissal procedures to ensure the safety of your children and the efficiency of the procedures.

Morning arrival

- The doors will be opened at 7:45 AM (students go to the cafeteria)
- At 8:05 AM, students will go directly to their assigned rooms
- At 8:15 AM, the tardy bell will ring and any students entering after this time will be marked with an unexcused tardy, unless a signed note is provided.

Afternoon dismissal

- Bus rider students will be dismissed from their classrooms to their assigned bus.
- Car rider students will be dismissed from their classrooms to the front left Principal doors at 3:05 PM. Parents that are picking up students who are car riders should form a line to expedite dismissal and have their dismissal signs visible. Students will be called when parent/guardian/authorized pick up person is at the front of the line.
- Students who are walking must live within the West Shore School District walking perimeter guidelines, if not, please follow the car rider procedures.

***ANY CHANGES TO DAILY TRANSPORTATION, PLEASE CALL & EMAIL THE OFFICE BEFORE 2:30PM.
(stsoffice@sainttheresaschool.org)***

As we evaluate our procedures, any changes will be communicated several days in advance, but will not involve time changes to the opening or closing of school.