



2024-2025 CARPOOL PROCEDURE

MORNING DROP OFF PROCEDURE

**Students may enter the building at 7:30am. The school day begins at 8:00am.
K-8 students entering the building after 8:00am are considered late and recorded as tardy.**

PreK3: PRE-K3 ENTRANCE

1. Enter from Kentsdale Drive and proceed cautiously up the driveway toward the circle.
2. Veer right and proceed past the cones, continuing straight to the far end of the parking lot. Pull up alongside the curb at the brick pavers in front of PK3 door entrance.
3. Please wait for the cars in front of you to unload and stay in line before you proceed past the church and exit down the driveway. **DO NOT PASS!**

PreK4: MAIN SCHOOL ENTRANCE

1. Enter from Kentsdale Drive and proceed cautiously up the driveway toward the circle.
2. Veer right into the parking lot, turn left at the cones, and proceed to form a line parallel to the covered walkway.
3. Please wait for the cars in front of you to unload and stay in line before you proceed past the church and exit down the driveway. **DO NOT PASS!**

PreK3 and PreK4 ONLY: Parents/guardians who prefer to walk their child(ren) up to the entrance will enter from Kentsdale Drive, proceed left through the lower parking lot, and up to the parking lot on the left side of the church. Parents of PreK3 students will walk their child to the PreK3 entrance area to sign their child in. Parents of PreK4 students will walk their child to the area left of the main school entrance to sign their child in. A teacher will walk him/her to the classroom.

Grades K-8: MAIN SCHOOL ENTRANCE

1. Enter from Kentsdale Drive and proceed cautiously up the driveway toward the circle.
2. Veer right into the parking lot, turn left at the cones, and proceed to form a line parallel to the covered walkway.
3. Please wait for the cars in front of you to unload and stay in line as you exit the parking lot. **DO NOT PASS!**
4. Proceed past the church and exit down the driveway.



AFTERNOON DISMISSAL PROCEDURE

**PLEASE HAVE YOUR NUMBER VISIBLY DISPLAYED
ON THE FRONT PASSENGER SEAT VISOR - FLIPPED DOWN**

Pre-K3 (Half-day): PAVERS AT PreK3 ENTRANCE - Please arrive promptly at 12:00pm.

1. Enter from Kentsdale Drive and proceed up the driveway toward the circle.
2. Veer right and drive toward the PK3 entrance at the pavers.
3. Your child will be loaded on the passenger side ONLY.
4. Parent/guardian must sign out their child(ren) before leaving. Wait for the cars in front of you to load and stay in line as you exit the parking lot. **DO NOT PASS!**
5. To exit, proceed forward and turn left at the circle and exit down the driveway. **Cars must be off the parking lot by 12:10pm.**

Pre-K4 (Half-day): BELL TOWER/CHURCH ENTRANCE - Please arrive promptly at 12:00pm.

1. Enter from Kentsdale Drive and proceed up the driveway toward the circle.
2. Veer left and drive toward the bell tower, forming a line along the curb.
3. Your child will be loaded on the passenger side ONLY.
4. Parent/guardian must sign out their child(ren) before leaving. Wait for the cars in front of you to load and stay in line as you exit the parking lot. **DO NOT PASS!**
5. To exit, proceed forward past the church and exit down the driveway. **Cars must be off the parking lot by 12:10pm.**

PreK3 - Grade 8: MAIN ENTRANCE/COVERED WALKWAY/M.S. ENTRANCE

1. Enter from Kentsdale Drive and proceed up the driveway toward the circle.
2. Veer right and drive to the end of the parking lot, turning left and forming a line along the covered walkway. **Be sure to have your number displayed on the front passenger seat visor.**
3. School staff outside will communicate your number to staff inside. Your child will listen for his/her number and when called, will exit the building, and look for his/her car. Students will be loaded on the passenger side ONLY.
4. **PreK3 & 4 students will load at the main door entrance. Parents must sign them out before leaving.**
5. Wait for the cars in front of you to load and stay in line as you exit the parking lot. **DO NOT PASS!**
6. To exit, proceed forward past the church and exit down the driveway.

CARPOOL PROCEDURE SIGNATURE PAGE

Please sign below and return this page ONLY to the school office NO LATER THAN THE FIRST DAY OF SCHOOL. *Thank you.*

FAMILY NAME: _____

I have read and understand the morning, noon, and afternoon carpool procedures for Our Lady of Mercy School. I agree to follow these procedures and take full responsibility for explaining these procedures to anyone who drives my child/children to or from school.

PARENT 1 SIGNATURE : _____ DATE : _____

PARENT 2 SIGNATURE : _____ DATE : _____