



# Carpool Procedures

MORNING DROP OFF DRIVERS SHOULD FORM A SINGLE FILE LINE AT THE GREEN GATE AND PROCEED FORWARD IN LANE 3/7. PLEASE DRIVE FORWARD TO THE STUDENT DROP ZONE.

## AFTERNOON CARPOOL LANE ASSIGNMENTS ARE BY GRADE

Grades K - 3: Pick-up is at 3:05 pm daily  
(Except for Wednesday Early Out Day @ 2:05 pm)

Grades 4 - 8: Pick up is 3:15 pm daily  
(Except for Wednesday Early Out Day @ 2:15 pm)

EXIT ONLY  
DRIVEWAY  
NO FOOT  
TRAFFIC

STUDENT  
DROP  
ZONE

DAYTON AVENUE

S. T. L U K E P L A C E N O R T H

grades 3 & 8  
grades 2 & 7  
grades 1 & 6  
grades K & 5  
(1st wave overflow) & 4

KINDER  
1<sup>ST</sup> GRADE

2<sup>ND</sup> GRADE  
3<sup>RD</sup> GRADE  
4<sup>TH</sup> GRADE  
5<sup>TH</sup> GRADE  
6<sup>TH</sup> GRADE  
7<sup>TH</sup> GRADE  
8<sup>TH</sup> GRADE

PRESCHOOL PARK BY GREEN FENCE

Preschool drivers:  
Park by the green fence  
and walk student(s) to  
classrooms.

SCHOOL AND CHURCH  
PARKING LOT

ENTER  
ST. LUKE  
CAMPUS

EXIT ONLY  
DRIVEWAY

N 175<sup>TH</sup> STREET



# 2026-27 Carpool Procedures

## Carpool Safety

Safety is our top priority. Please follow these guidelines:

- Morning: staff/patrols escort students from cars to the building.
- Afternoon: staff escorts students from the building to cars.
- Drivers must stay in vehicles. Please park directly behind the car in front of you.
- Do not bypass the carpool process by parking in front of the school.
- K - 8 students use carpool; Preschool may park in designated stalls by the green fence.
- No foot traffic on the Dayton Ave. carpool ramp.
- Always use crosswalks and sidewalks.

## Campus Entry & Exit

Enter via N. 175th Street (south end of church lot). Exit on Dayton Ave. N. Follow posted signs and directionals.

## Morning Drop-Off

- **K - 8:** Arrive 8:00–8:15 am. Form a single line, advance to the drop-off zone, and allow staff to assist. Arrivals after 8:25 am should park in front of the school and sign students in at the Office.
- **Preschool:** Arrive 8:15–8:25 am. Park in the stalls along the green fence and escort students to their classroom.

## Afternoon Pick-Up

- Always pick up in the lane of your **OLDEST STUDENT**.
- Younger siblings will always be directed to the oldest student's carpool lane for pickup.
  - *Example: If you have a 1<sup>st</sup> grader and a 7<sup>th</sup> grader, you will pick them both up in the 7<sup>th</sup> grader's lane.*
- **K-8:** Dismissal is staggered by grade band, and students are escorted down carpool lanes by grade.
  - **K - 3rd grade students w/out an older sibling** - 3:05 pm dismissal (except Wednesday, Early Out at 2:05 pm)
    - Lane 1: overflow lane
    - Lane 2: Kindergarten
    - Lane 3: Grade 1
    - Lane 4: Grade 2
    - Lane 5: Grade 3
  - **4<sup>th</sup> - 8<sup>th</sup> grades & younger siblings** - 3:15 pm dismissal (except Wednesday, Early Out at 2:15 pm)
    - Lane 1: Grade 4 - **NEW! 4<sup>th</sup> moved to 2<sup>nd</sup> wave.**
    - Lane 2: Grade 5
    - Lane 3: Grade 6
    - Lane 4: Grade 7
    - Lane 5: Grade 8
- **Preschool:** Dismissal is at 3:05 pm for full-day students. Park in the church lot and pick up directly from classrooms. If you also have older siblings, please pick up the students from their classroom line in the carpool holding area and confirm with their teacher.

**Staff will be present to help you and answer questions!**