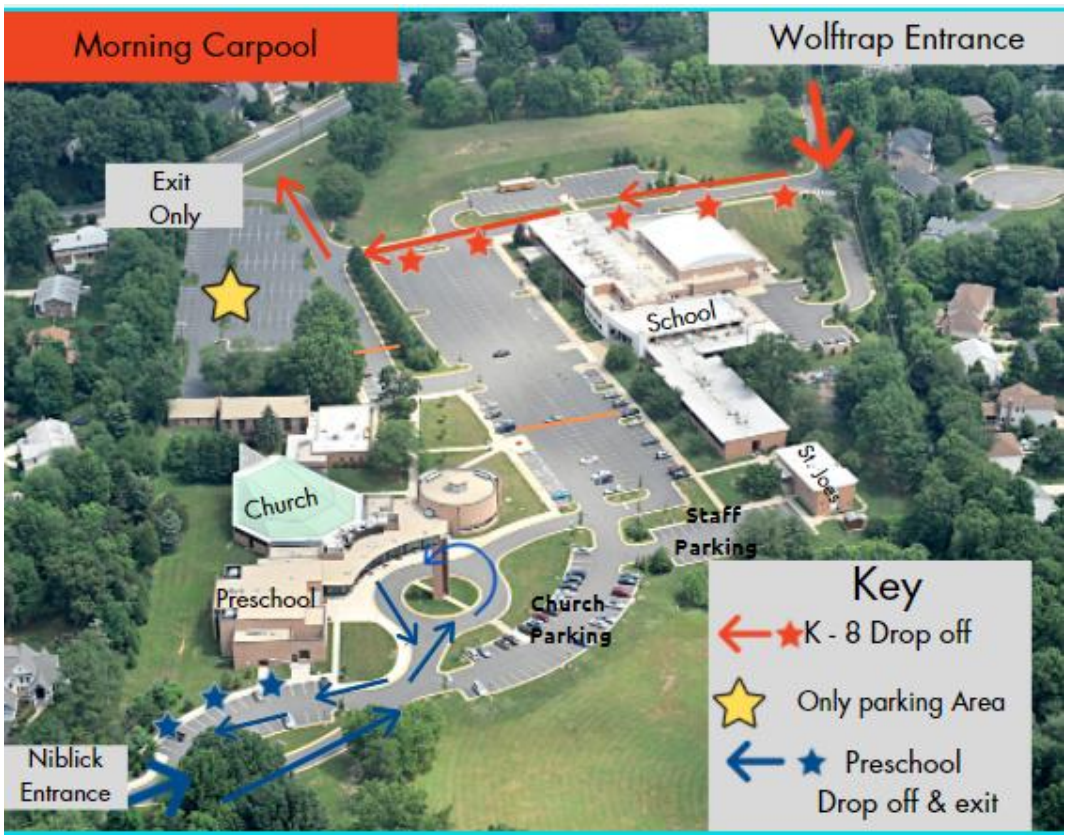
OLGC Carpool Policies & Procedures for the 2026-2027 School Year

We are making every effort to ensure the safety of your children upon arrival and dismissal at school and at recess during the school day. Volunteers and all other visitors must park in the upper lot during the school day. There will be no parking in the St. Joseph Center lot nor in the center of the main parking lot. Please note that the procedures may be impacted by various events on campus. When this occurs staff will be present to direct you accordingly. We appreciate your patience, understanding, and careful attention throughout these carpool procedures.

Morning Drop-off K - 8

Red arrows at the top indicates drop-off for Kindergarten – 8th grade students from Wolftrap Road.

- Families must enter through the rear Wolftrap Rd entrance via the Notre Dame entrance.
- Single lane of cars follow along the gym sidewalk – **DO NOT pass cars and follow in a single line**. The line will continue down to the stop sign to allow for maximum amounts of children to be dropped off each time.
- All students will exit vehicles on the side closest to the school building when possible. If that is not possible, please have the children walk in front of your car to ensure their safety.
- Students should exit vehicles and walk to their corresponding spot in line in front of the school building.
    - Students in middle school will line up and congregate in the morning outside of the Counsel Room doors.
    - Students in grades 3 – 5 will line up and congregate in the morning between the main office doors and the island area before the Counsel Room doors (when looking at the school building).
    - Students in grades K – 2 will line up and congregate in the morning in front of the lower elementary wing.
- Once your student(s) have exited your vehicle and the car in front of you starts to move forward, you may follow and exit the campus via the upper Wolftrap exit. **PLEASE DO NOT PASS ANY CARS!**
- Anyone who is tardy after prayer and pledge will need to enter through the main office doors and check in with the receptionist. Please make every effort to arrive to school on time.



Morning Drop-off - Preschool

Preschool families should enter from Niblick Drive and follow the blue arrows on the diagram to bring students to the Preschool. Please do not block the entrance to the church. **Please note that the procedures may be impacted by various events on campus. If and when that occurs there will be staff present to direct you on changes. We appreciate your patience, understanding, and careful attention throughout these carpool procedures.**

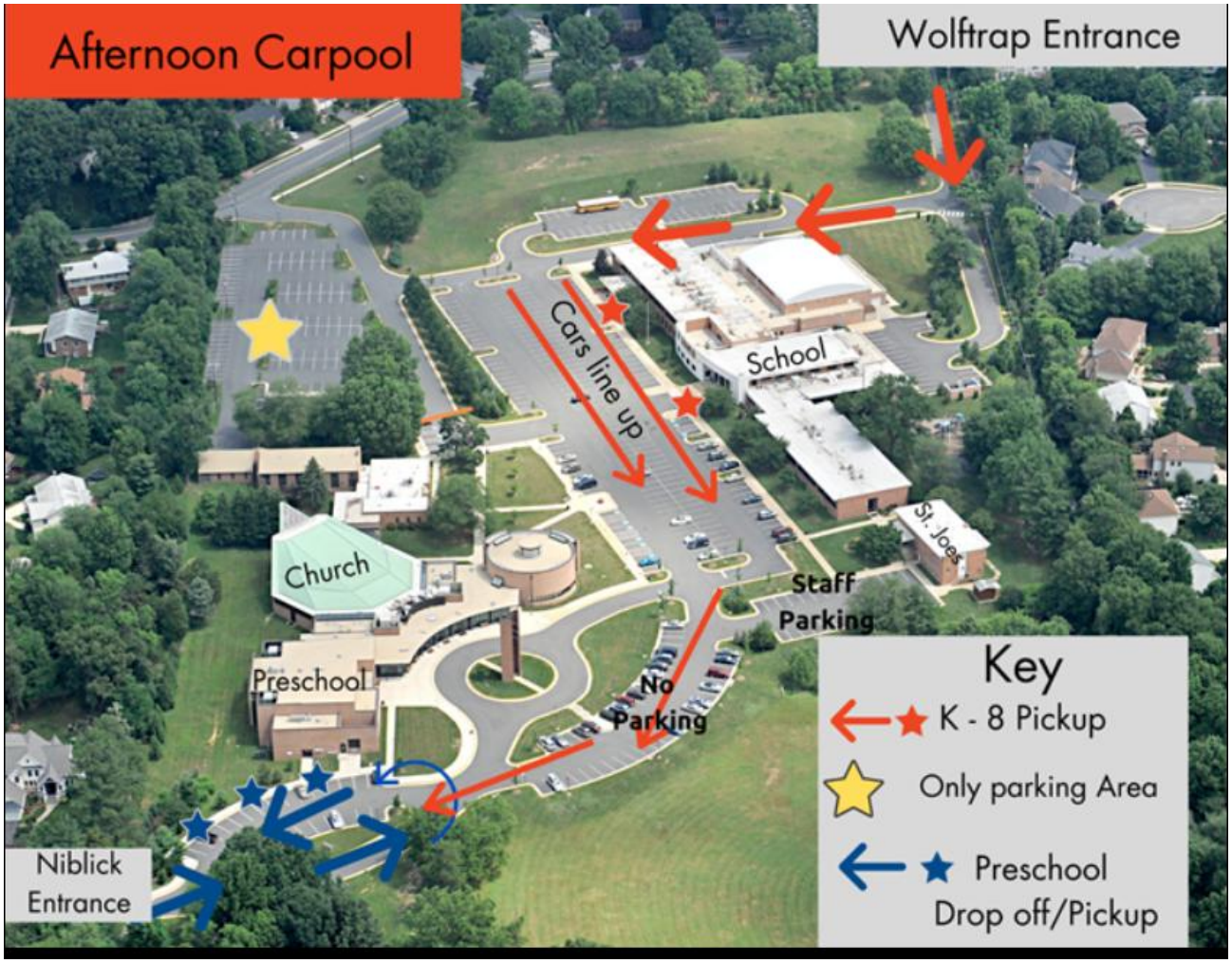
If you have siblings in the "big school" please drop off the older siblings first following the carpool procedures for the students in K – 8. Exit via Wolftrap Road and travel around to the Niblick entrance for Preschool drop-off.

Once parked, please remove your child from the care and walk him/her to the front of the preschool. Staff members will escort your children into the building. No family members may escort the child into the building. Please make every effort to arrive to school no later than 8:00am.

Afternoon Pick-up for K - 8

- **In the afternoon:** No students will be dismissed between 2:30 – 3:00pm.
- All vehicles must enter through the rear Wolftrap Rd entrance and exit via Niblick Dr.
- Pickup is from the main parking lot in front of the school. No pickup is allowed at the St. Joseph Center or the upper parking lot.
- Please be in place between 2:30 and 2:55 pm.

- Please form only one line of cars and take the next available spot in the lane, if the lane is full, please begin a new lane. There should be no separation of vehicles for any reason, a continuous set of single-file lines is what we ask for.
- Children will be released beginning at 3pm. Children will exit from the main entrance or the Counsel Room entrance only. This year, Kindergarten students and auction winners will be dismissed first.
- Auction winners will walk to their cars immediately by teacher escort.
- Kindergarten students will walk out to the carpool area with their teachers and sit on the curb. The remaining students will be dismissed to the sidewalk by homerooms. All teachers will be escorting their students out of the building to the carpool area. All students (besides auction winners) will stay on the sidewalk until a staff member rings the bell that dismisses them to their cars. **SAFETY** is always our number one priority. Once the bell is rung, students may leave the sidewalk and walk to their cars. Kindergarten parents, you must come to the sidewalk where your child is sitting and pick up your student.
- While Kindergarten Parents are required to assist their children to their cars, ALL parents are welcomed and encouraged to meet their children on the sidewalk to escort them to their vehicles. Remember—no child may leave the sidewalk until a faculty member rings the bell. Even if you see your child, they may NOT leave the sidewalk until a faculty member rings the bell.
- Once everyone is safely in their cars, we will begin the departure process. Please be sure to review the carpool procedures prior to Thursday, August 20th



Afternoon Pick-up for Preschool

Preschool families should enter from Niblick Drive and follow the blue arrows on the diagram to pick up Preschool students. Please park in the preschool lot, exit your car and wait patiently on the front sidewalk with a sign displaying the family name. Students will be called and dismissed to the appropriate adult.

Cars must exit via Niblick Drive. Preschool students with older siblings in the "big school" may arrange with Mrs. Kahng to have their older children walked over the preschool for dismissal.