

DISMISSAL PROCEDURES FOR 2018-2019

Parents and guardians are urged to use extreme caution when dropping off or picking up their children. Religious Education Staff, Catechists, and Assistants will be assigned to help with dismissal at 195th Street and Circle Drive only. Please make sure your children know from which exit you want them to be dismissed.

Please follow the directions given below.

All STUDENTS will be dropped off at DOOR # 4 in the Circle Drive.
This is the ONLY Drop-Off Station. All other doors will be locked.

Pick-Up Stations:

1. Pick-up Lane. Eastbound on 195th Street.

This driveway provides safety for children and very easy access and exit for drivers. Children can leave the building via Door #9. We are requesting that families whose last name begins with the letters “A-J” arrange to meet their children at the **195th Street** lane. **Please be aware of our school’s Extended Child Care Program whose families will be sharing space in the dismissal line on 195th Street. They will have a staggered dismissal between 4 p.m. and 6 p.m. Caution will be needed pulling out.**

2. Circle Drive. Pick up for Door #4.

We are requesting that families whose last name begins with “K-Z” arrange to meet their children in the Circle Drive. This would include any child in your car pool.

Question: I am assigned to the 195th Street Lane for pick-up because my last name begins with “D”, but one of the children in my carpool has a last name that begins with “S”. Which pick-up point should I use?

Answer: The Circle Drive. If **anyone** in your car pool has a last name that begins with “K-Z”, your car belongs in the Circle Drive.

(This plan allows for a possible change of drivers each week and for the children to consistently come to the same dismissal point).

PLEASE NOTE: The Religious Education Staff will monitor dismissal at the above mentioned two locations only. There will be no supervision or responsibility for dismissal at the upper lot, the lower south lot, or at any other location. **THE RELIGIOUS EDUCATION STAFF STRONGLY DISCOURAGES PICK-UP AT THESE LOCATIONS.**

Safety Alert

-Cell phones are a **DISTRACTION**. Please turn off when you are in the pick-up lane. ***There is a law in Illinois that prohibits use of cell phones in a school zone. This is a “ticketable” offense.***

-Calling children to cross the road to come to your car is dangerous and should not happen.