

DROP OFF & PICK UP PROCEDURES FOR PARENT PICK-UP

For the safety of your child(ren), please follow the procedures below when dropping off and picking them up from school.

DROP OFF

General Info:

- Students are expected to be in their classrooms and ready to learn by the time school starts at 8:15 am. Parents should plan to have their children at school no earlier than 8:00 am.
- Please note that drop off and pick up traffic flows only one way around the school parking lot.

How it works:

Parents may either:

- a) Park their vehicle in a parking space and walk their child(ren) to the front entrance; or
- b) Drive through the Drop Off Line and drop their child(ren) in front of the school.

Drop Off Procedures:

- Enter the parking lot drop-off lane and proceed forward slowly.
- Leave space on the left side of your car for cars to pass.
- Continue forward slowly until reaching the safety “Cone Zone” before stopping to let your child(ren) out. Please pull all the way to the front of the “Cone Zone,” even if there is no one behind you.

PICK UP

General Info:

- Students are released from school at 3:00pm (2:00pm on Fridays)
- No student will be released without a parent or designated guardian present.

How it works:

Parents may either:

- a) Park in a parking space and meet their child on foot in front; or
- b) Remain in their vehicles and participate in the vehicle Pick-Up Line.

Pick-Up Line Procedures:

- Pull into the Pick-Up Line zone. Continue forward slowly until reaching the safety “Cone Zone” before stopping to let your child(ren) into your vehicle. Please pull all the way to the front of the “Cone Zone,” even if there is no one behind you.

- Remain in your vehicle and follow the line as it moves forward.
- As you approach, a staff member will ask for your child's name. They will call your child's name and release them to your vehicle.
- Once your child is safely in your vehicle with their seatbelt fastened, please exit the Pick-Up Line to make room for more cars.
- If the Pick-Up Line is full, please drive forward past Northwest Catholic High School and turn around at the end of Wampanoag Drive rather than blocking street traffic.

Important Safety Rules & Reminders:

It is important to be safe and courteous when driving or parking near the school and to obey all traffic and parking laws.

- Do not park in the drop off/pick up line.
- Do not double-park in order to drop off or pick up your child.
- Do not allow your child to exit through the door on the side of on-coming traffic.
- Do not perform U-turns in front of the school.
- Do not use a cell phone with hands as per Connecticut state law.
- Drop offs are not allowed in the Handicapped Parking Zone.
- Do not block the Handicapped Parking Zone.
- If parking on Wampanoag Drive, please park on our side of the street from our parking lot UP to Northwest Catholic. Do not park between the stop sign and our driveway.

