



DROP OFF, PICK UP PROCEDURES AND PARENT PARKING AT ST. MARY SCHOOL

For the safety of our children and the convenience of our school parents, we ask that you abide by these simple, but time-tested rules when dropping off and picking up your child. Please share this information with anyone who may pick up your child at any time at St. Mary School.

- ENTRANCE for school parking is on Church Street, past Serra Cottage OR coming from the north, on Monterey Street before the Oaks hotel.
- EXIT from school parking is onto Monterey Street from the lot, or a RIGHT turn onto First Street from the driveway between the school and church.
- If you are planning to walk with your child onto the playground OR if you need to get out of your car to help your child with a project or backpack in the trunk, YOU MUST PARK YOUR CAR IN THE LOT.

- P** ➤ If your child is able to exit the car with backpack and project in hands without additional assistance, you may use the DROP-OFF AISLE (the first row of the parking lot, closed to parked cars before school until 8:15AM on school days.)
- a** ➤ *At no time may you stop your car in an aisle or driveway to allow your child to enter or leave the car!*
- r** ➤ **TO DROP OFF BEFORE SCHOOL, USING THE DROP OFF AISLE:**
- ✓ Following the directions of volunteer parents, pull to the front of the line. Your child may exit from the passenger side and proceed to the walkway along the field fence; or your child may exit from the driver side and proceed to the walkway in front of the second row of parked cars, crossing at the direction of student Safety Patrol.
 - ✓ Driver, exit the parking lot to leave or turn to the left and park your car to come on school grounds, watching for others crossing in the crosswalks.
- k** ➤ **TO DROP OFF BEFORE SCHOOL, PARKING YOUR CAR:**
- ✓ Stop/park only in marked parking areas. DO NOT stop your car in an aisle and let your child out and DO NOT stop your car in the driveway past the Drop Off Aisle to let your child out.
 - ✓ Instruct your child to walk ONLY in designated walkways, not crossing behind parked cars in the middle of the aisle.
 - ✓ When in doubt, follow the lead of others.
- i** ➤ After the 8:15AM bell—and upon instruction from volunteers--you may park in the spaces in the first row. If you arrive at school after morning assembly, drive your student to the Church Street entrance of school and bring your child to the Front Desk for a tardy slip. All doors except for the Church Street entrance will be locked after morning assembly. The Church Street gate is also locked during school hours.
- n** ➤ **PICK UP PROCEDURE AT DISMISSAL:** *you must PARK in a designated parking space and WALK ONTO THE PLAYGROUND TO PICK UP YOUR CHILD in a designated area. A staff supervisor will be present at the gate to ensure that children leave ONLY with a parent or authorized adult. This policy is designed to create a safer environment for your child at dismissal.*
- g** ➤ You may pick up only in the lot and never at the Church Street entrance.
- o** ➤ **TO COME TO THE SCHOOL DURING SCHOOL HOURS:**
- ✓ Park in the school lot and enter through the Church Street doors. There is no long-term parking (more than 15 minutes) available to the school on Church Street.
 - ✓ To drop off a lunch or to pick up a child for an appointment or when a child is sick, you may park in the GREEN (15 minute) area in the front of school
 - ✓ AT NO TIME MAY YOU STOP OR PARK IN THE RED. You may be ticketed!
- u** *At all times, please follow the directions of Faculty, Student Safety Patrol, and Volunteers!*

FREQUENTLY ASKED QUESTIONS (FAQS)

I start work at 7:45AM. May I drop my child off and tell him/her to wait at the picnic benches until playground supervision begins?

NO! Any child arriving at school before 8AM or left after school 15 minutes after dismissal, will be sent to Extended Care. Families will be billed at the hourly rate (in 15 minute increments) for this service. This policy is for the SAFETY of your child.

It's MUCH easier to avoid the parking lot and just drop off and pick up my child on Church Street. May I do this?

NO! Do not drop off or pick up students at the main entrance of the school on Church Street. Students arriving or leaving by car MUST use the parking lot.

My child walks or rides his/her bike to school. What are the rules for this?

- ❖ Children walking to school or riding bikes must enter at the First Street driveway.
- ❖ Bikes are to be *walked* on campus (at all times!) to the bike racks located in the quad, through the gate, behind Extended Care.
- ❖ Students must lock their bikes.
- ❖ Students MUST wear a bike safety helmet, properly sized and strapped. Citations will be issued to students for infractions and parents will be notified that a child may not ride his/her bike to school until the situation is remedied.
- ❖ Children should cross the street ONLY at crosswalks—on Church, First and Monterey Streets.

Why is there a yellow striped area by the garbage bins and what do the orange cones in the parking lot mean?

THESE ARE NO PARKING AREAS!

- ❖ There is no parking in front of or next to the fence gate by the gym or softball field. This area must remain open at all times for use as a fire lane. This includes “quick” drop offs for lunches, etc.
- ❖ Do not park in the parking spaces marked by the orange cones and do not park in the areas not marked for parking, such as the area near the play structure by the entrance from Church Street.
- ❖ No parking or stopping is permitted along the wall next to Extended Care or in any yellow-striped or red-curbed areas (except for Extended Care drop off before school.)

When school is over for the day, do I come into school to pick up my child?

Drop off and pick up your child OUTSIDE of the building, NOT outside of their classroom. Students will be dismissed through the outside and main doors to the playground. Parents are asked to wait here or at the picnic benches as gathering in the hallways disrupts classes and delays dismissal.

If I am volunteering at school, may I park on Church Street in the green curbed area?

NO! Parking on Church Street (In front of the school) is “short term.” If you are picking up your child for an appointment, picking up a sick child, or dropping off lunch, this area is for your use. If you will be spending more than 5-10 minutes in the school, please park in the lot. You may also find parking on First Street. Remember, the Church Street gate is locked during the school day.

NEVER, *under any circumstances*, PARK IN THE RED AREA IN FRONT OF THE SCHOOL. It is unsafe and you may be ticketed for interfering with the flow of traffic crossing First Street.

Thank you for your cooperation!