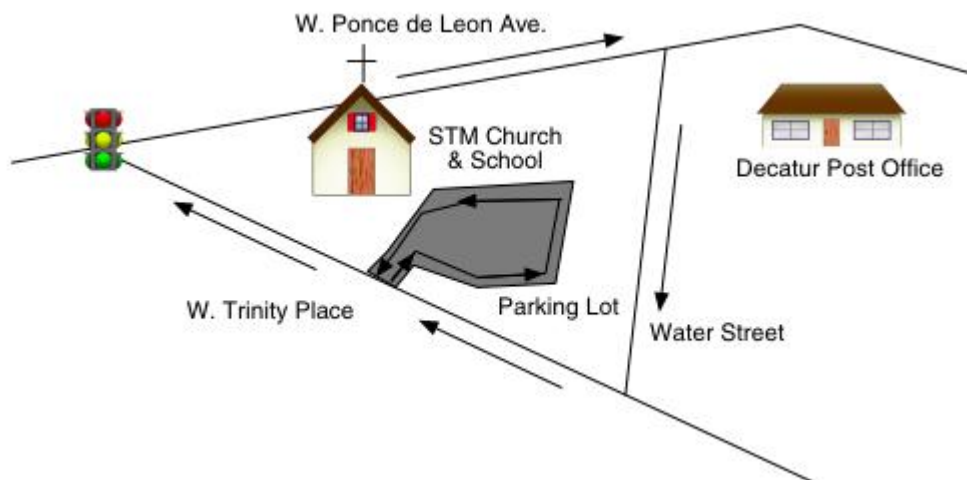


ST. THOMAS MORE CATHOLIC SCHOOL

ARRIVAL AND DISMISSAL PROCEDURES

Our goal is for carpool to run smoothly, efficiently, but most of all safely for all our students and parents. We require all families to follow these carpool rules.



1. Turning left into or out of the school parking lot is prohibited. Cars get in the queue on Trinity prior to 7:45 AM ONLY or on Water Street after 7:45 AM or if the queue has already wound around that corner. Please DO NOT cut into the carpool line on Trinity if others are already waiting to round the corner from Water Street to Trinity. Instead, proceed up to the intersection of Trinity and Ponce de Leon and take a right. Proceed to the first light, Water Street, and take another right to join the queue. We are trying to eliminate back up traffic on Trinity and Water Streets to appease our patient neighbors and also per an agreement made with the City of Decatur.

2. Enter the parking lot via the driveway from Trinity Street from the right.

3. Exit the parking lot via the driveway on Trinity Street to the right.

****THERE ARE NO LEFT TURNS PERMITTED ONTO TRINITY STREET****

4. Parking on Trinity, Ponce de Leon Ave. or any surrounding side streets and walking into the campus to pick up your child is prohibited. This creates both a safety problem as parents and students cross a busy streets, as well as an efficiency problem as pedestrians can slow down carpool pickup for those who are following the correct procedures.

****DO NOT DROP OR PICK UP YOUR CHILD/CHILDREN ON TRINITY, WATER, ADAIR, PINETREE OR PONCE DE LEON AVE. IN FRONT OF THE CHURCH. NO PARKING, PICK UP OR DROP OFF IN FRONT OF OR BEHIND THE RECTORY OR PARISH OFFICES. STUDENTS CANNOT WALK TO THE POST OFFICE, NEIGHBORING HOMES, CHURCHES, PINETREE OR BUSINESSES TO BE PICKED UP.**

5. As you enter the parking lot, there are three parent volunteers that are taking carpool numbers, names of the children and their Homerooms. When they approach your vehicle be ready to give them this information. Please tell your children to listen and to come out quickly when their Homeroom teacher calls his/her name. Make sure to let them know if you are going to pick them up so that they do not go to aftercare.

6. The first set of cars will be dismissed at 3:20 p.m. At this time, the second set of cars will be allowed into the parking lot. If your child fails to come out during the first call, we will ask you to exit and get back in line. The second set of cars will be dismissed at 3:30. This will be an All-call, meaning all students will come out looking for their rides. At 3:35 p.m. the children who have not been picked up will be asked to go to after care if they are registered or they go to the office to call you. If they cannot contact you, they will be sent to aftercare where they will be registered as required by the state and you will be assessed the registration fee.

7. There is no parking in front of the crosswalk in front of the entrance to the school. This area will only be used for emergencies. If your child has an appointment that requires you to leave prior to 3:10, Please come early and check your child out before dismissal procedures begin.

8. If you have an afternoon conference (other than during normally scheduled conference days), park in front of the church so that your vehicle is not a hindrance to dismissal procedure.

9. Parking in the lot is allowed in the morning. However, if you are going to be here for the entire day, please park as if you will be in the first call of the dismissal procedures.

10. If you are in a hurry to get to an appointment, you should plan to come into the office and check out your child ten or fifteen minutes before dismissal.

AFTERCARE PARKING:

THERE IS ABSOLUTELY NO PARKING ALLOWED IN THE CROSSWALK OR FIRE LANE!! YOU MUST PARK IN THE PARKING LOT TO GO INTO MULHERN HALL TO CHECK OUT YOUR CHILD FROM AFTERCARE.

****USE OF CELL PHONES DURING MORNING AND AFTERNOON CARPOOL IS PROHIBITED!****

PLEASE DO NOT LET YOUR CARS IDLE WHILE YOU ARE WAITING FOR STUDENTS AT DISMISSAL. TURN OFF YOUR ENGINE.

We have read the above carpool rules and agree to follow them. We agree that we are responsible for relaying this information to anyone who is picking up our child(ren) so that they are familiar with the procedures. We understand that failure to comply will result in our child(ren) being held in the school office until the last car has been released after second call.

Print Name

Signature

Date

Print Name

Signature

Date