

# 2022-2023 Parking, Drop-off, and Pick-up

## First Day of School

We are looking forward to the new school year and especially the first day of school, which is just around the corner, on Thursday, August 25. All parents can park and bring their child to their classroom for the first day of school. We highly encourage and celebrate families keeping with the tradition of taking outside pictures in various locations around our beautiful campus. There will be a photo area set up to the west of the circle drive, but remember to keep Third Street in front of the school clear for the drop-off line.

## Every Day Parking Reminders

- Parent parking is available in the Wilkerson Lot (next to the solar array lot) and street parking.
- Keep Third Street in front of the school clear for the drop-off line. Do not park on Third Street where you see the yellow line.
- Keep the solar array parking lot, driveway, and alley open. Only park in approved parking spots.
- Keep the parish lot open for parish personnel and parish visitors. School families should not park in this lot while visiting the school.

## Beginning of the Day Procedure

- Before School Care (BSC) enrolled students may arrive between 6:30-7:30 a.m. All BCS students need to enter through the cafeteria doors. BSC students will remain in the cafeteria until dismissed to their classrooms at 7:30 a.m.
- All students in grades 1-5 arriving between 7:30 - 7:50 a.m. will go to their classrooms.
- Kindergarten students will report to the cafeteria. Here Kindergarten teachers will supervise them until the bell rings, at which time teachers will escort them to their classrooms. Kindergarteners should enter the building via the cafeteria (using the cafeteria doors).
- Students in grades 6-8 will report to the Hoying Gym where they may sit in the bleachers and visit with their friends.
- Students in grades 9-12 will report to the commons where they may visit with their friends.
- Prior approval from administration is needed for a student to enter the building before 7:30 a.m., with the exception of students attending detention, band, athletic practices, or before school care.
- To enroll your child in BSC, please contact Celinda Smothers at [csmothers@gogremlins.com](mailto:csmothers@gogremlins.com)



## **End-of-the-Day Procedure**

- All students that do not drive will be dismissed each day at 3:05 p.m. High school students that drive will be dismissed following prayer and announcements and are to leave the school grounds as soon as possible to ensure everyone's safety.
- High school drivers that are picking up a younger student will need to get their sibling from McGremlin Gym then exit to the back parking lot.
- If you **ONLY** have a high school student you may arrange to pick them up on Wilkerson Street (behind the school). They are responsible for exiting the Hoying gym to get to your car.
- A **NON-Driving** high school student or middle school student is allowed to come to the McGremlin Gym to pick up their younger sibling from the teacher and exit through the Hoying gym to meet their ride on Wilkerson Street. Please remember there is **NO Parking** on the South side of Wilkerson Street, the solar array parking lot, driveway, or alley. Only park in approved parking spots.

## **DROP OFF PROCEDURE**

Ensuring the safety of its students is a grave responsibility that every school must accept and endeavor to provide. Sacred Heart School takes this responsibility very seriously. Arrival and dismissal times are situations that require the cooperation of the entire community – students, parents, and all drivers. Upon the advice of the Traffic Division of the Sedalia Police Department, the following procedures are to be observed for Drop Off and Pick Up of students.

For the safety of the children and to ensure a cooperative spirit during a stressful time in our school day we ask that:

- Students are to be dropped off and picked up only by **westbound** vehicles.
- Students are to exit the right-hand side of the car on the north side of Third Street.
- Students may be dropped off on the north side of Third Street or in the circle drive.
- Only right-hand turns should be made when exiting the circle drive.
- The north & south sides of Third Street are designated **NO PARKING** zones during school hours.
- Students should **NOT** be picked up in the rectory parking lot, in the alley by the Parish Center or in the solar array parking lot.
- Keep the solar array parking lot, driveway, and alley open. Only park in approved parking spots.
- **PLEASE DO NOT** turn left into the circle drive.
- **PLEASE DO NOT** access the circle drive from Vermont Street crossing Third Street.
- Kindergarten students should enter the cafeteria doors and be seated at a designated lunch table. These students will be supervised by Mrs. Dove or Mrs. Kramer.

## **PICK UP PROCEDURE**

- Parents will use the pickup lane on 3rd street. Do not pull into the circle drive until you are requested to do so by the supervising teacher. Please pull up in line and wait for your child to be brought out in the circle drive. Please pull up bumper-to-bumper in order to allow for as many cars as possible to enter the line. When your family is safely seated in your vehicle please exit the pickup lane in a safe manner.
- PLEASE DO NOT park in front of the school to pick up your child.
- PLEASE, PLEASE, PLEASE DO NOT turn your car off and wait for your child. You are to pull up and pull away – this is a loading and unloading zone.
- Elementary students that are not picked up will be taken to the office area to wait for a parent to be picked up. At 3:20 p.m. students left at the office will be escorted to After Care. After Care charges will have to be discussed with Mrs. Smothers. Students cannot be left in the building/gym unsupervised.
- Walkers will be dismissed from the office after all vehicle traffic has cleared. A signed permission slip must be on file at the office stating that your children have permission to walk home (or other destination). If a student walks on an infrequent basis the office must be notified each time so they may be added to the daily walker list.
- At no time should school parking take place in the Parish Parking Lot or should students be picked up by parents in undesignated areas.
- Students should not wait for their parents in front of the church or along Moniteau Street. They cannot be seen and supervised in those areas, and their safety cannot be insured. Teachers on duty cannot see that they are being picked up by the designated person. This is to ensure the safety of your child. Your child is to wait for you on the northside of Third Street in front of the school building.

## **AFTER SCHOOL SUPERVISION**

Please remember that unless your child is enrolled in a program, such as After School Care or under the direct supervision of a coach or teacher, he/she is to be out of the building by 3:20 p.m.

Teachers are not on duty to supervise students waiting for practice, for a game to begin, to catch the bus for a game or for an older sibling to finish an activity. Students cannot be in the building unless supervised by an adult.