

2024-2025 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 22. 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. Students in Grades 6-12 will go to their first hour class on the first day of school because we will start the day with Mass.

Every Day Parking Reminders

- Parent parking is available on the street during school hours.
- The paved solar array lot, the paved lot west of the solar array lot, and the gravel lot on Third and Missouri are ALL reserved faculty and senior student parking. Please do not park in these lots during school hours.
- Please 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.
- Keep the parish lot open for parish personnel and parish visitors. School families should NOT park in this lot while visiting the school.

General Procedures

- Before School Care (BSC) enrolled students may arrive between 6:30-7:30 a.m. All BSC 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
- General 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 the McGremlin Gym, then exit to the back parking lot. Older students MUST get permission from the gym supervisor before taking a younger child. Students should not be removed from classrooms or the line to the McGremlin Gym by an older student. They MUST wait until students are in the gym and seated.
- 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 gym supervisor and exit through the Hoying gym to meet their ride on Wilkerson Street. Older students MUST get permission from the gym supervisor before taking a younger child. Students should not be removed from classrooms or the line to the McGremlin Gym by an older student. They MUST wait until students are in the gym and seated. 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.
- All JH and HS car riders are to be picked up on Wilkerson Street. When exiting Wilkerson Street, please proceed STRAIGHT or make a RIGHT turn. High school students will be exiting the lot and turning LEFT, so we want to make sure there are no collisions during the end-of-day bustle.

ELEMENTARY DROP OFF PROCEDURE Ensuring the safety of our 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 Ms. Collier.

ELEMENTARY PICK UP PROCEDURE

All K-5 students will be escorted to the gym by their teachers at dismissal time. They will sit in an orderly line on the floor, either grouped by classroom or in a separate line if they are heading to after-school care.

In an effort to keep all students as safe as possible, the following procedures will be strictly enforced. Sacred Heart will be issuing Sacred Heart School specific name placards to help in the ease and safety of pickup. Families are welcome to as many placards as necessary. Parents are welcome to give them to other drivers approved to pick up their child(ren). Any driver picking up students on Third St. will need to have a **SCHOOL ISSUED** name placard completely visible for carline coordinators. A great place to keep a name placard is rubber banded on the back side of the passenger seat visor. Any driver without a school issued placard will need to park their car and report to the front office before retrieving their student.

As you enter the carpool lane flip down your visor so your attached name placard is visible through the windshield. This aids us in quickly identifying you and having your child(ren) ready for you as you pull forward.

- Parents will use the pickup lane on 3rd street. 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.

- Walkers: All walkup parents will need a **SCHOOL ISSUED** placard in order to pick up your students. Any walk up without a school issued placard will need to report to the front office before retrieving your student. If you are picking your child up as a walker instead of a car rider, you should remain outside the building until the child's name is called. If you need your child early, you need to stop at the office and make this request BEFORE 2:45. Parents who arrive after 2:45 will wait outside until your students' names are called. Other walkers will be escorted off campus by a teacher.

- 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 and don't attend After Care 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.

After the regular pick-up line calling has concluded, one designated teacher in the gym will accompany the After Care students to the after-school care staff. This teacher will also notify the staff of the exact number of students being handed over.

If you are a Sacred Heart faculty or staff member with a child in K-5, please pick up your child directly from the gym. Kindly inform one of the teachers present in the gym to facilitate a smooth transition.

- 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.