

St. Edward Catholic School
Pick-Up/Drop-Off Procedures
2018-2019

NEW DROP-OFF PROCEDURES FOR 2018-2019 (See map on back)

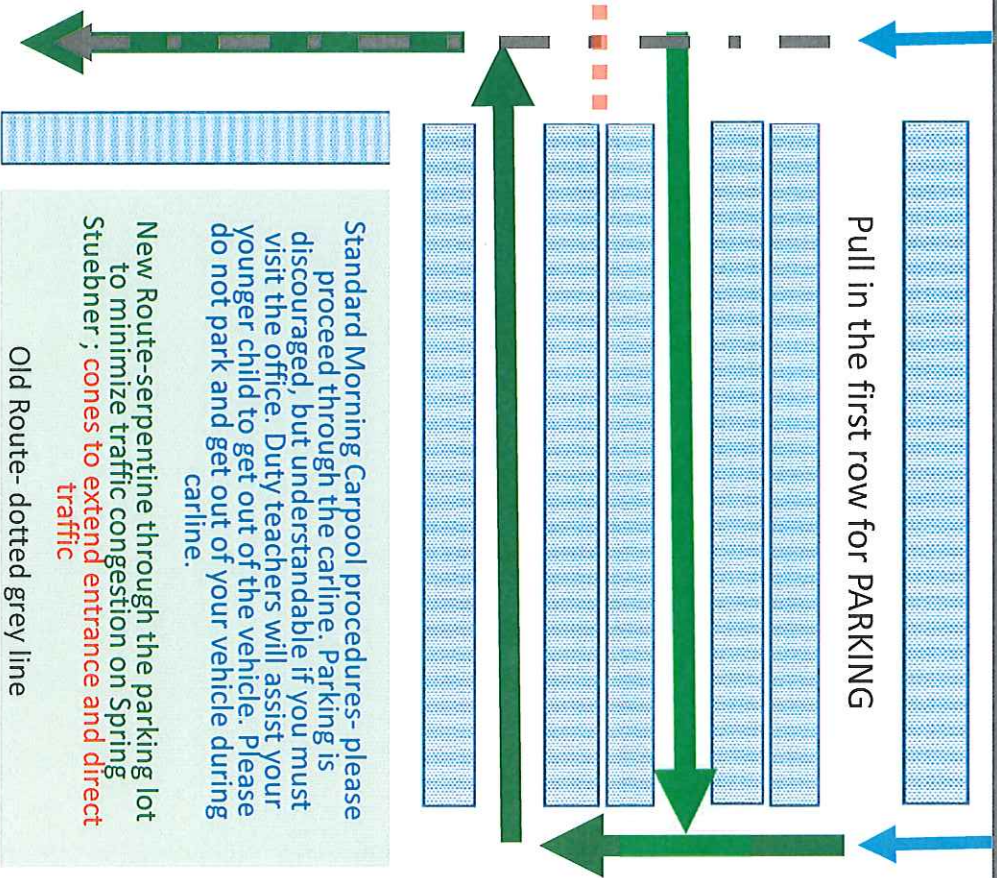
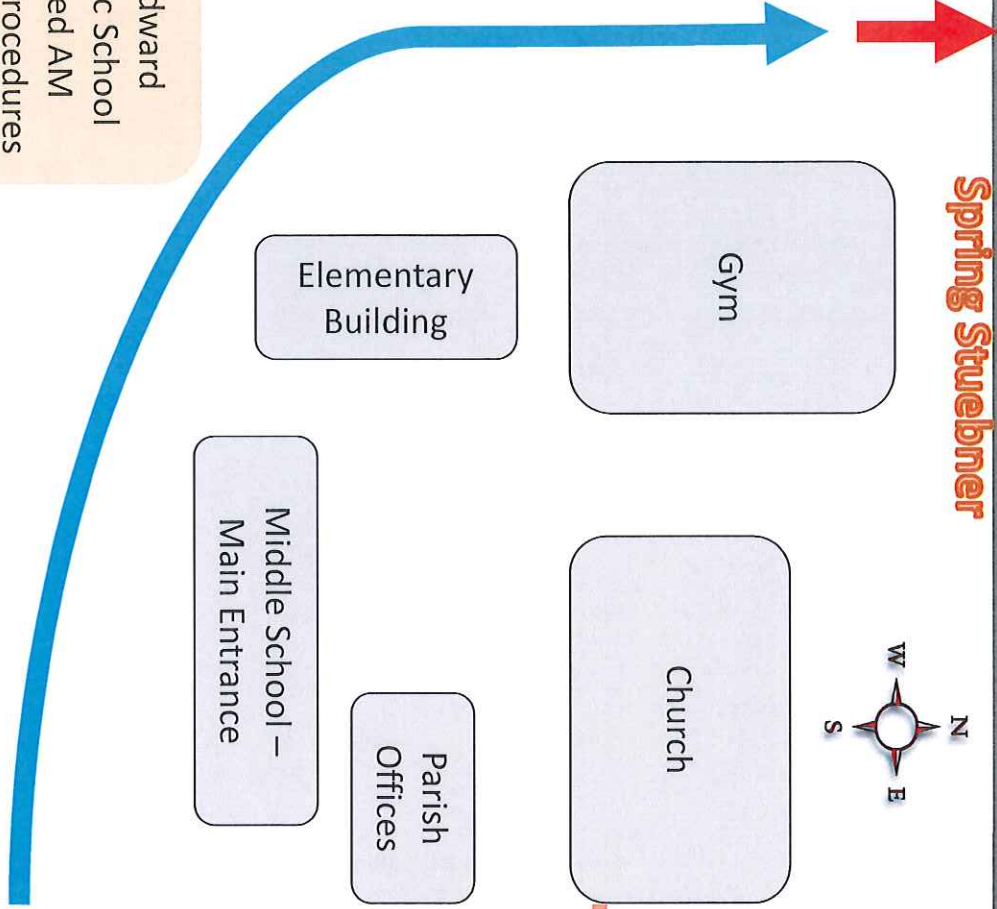
The following morning drop-off procedures will begin **Wednesday, August 15, 2018**.

- The following Drop-off procedures are new this year. Please review map on the back and familiarize yourself with the new procedures. Safety for our students/families and staff are our first concern.
- Before school, all traffic flow on campus is One-Way from East to West (opposite from afternoon pick-up traffic flow).
- Morning drop-off will be a single line until you reach the end of the drop-off zone.
- All students should exit their vehicle from the passenger's side.
- Please wait until you are in the unloading zone before your student exits their vehicle.
- To exit the campus, use the West driveway (Left lane for those heading West on Spring Stuebner, and Right lane for those heading East on Spring Stuebner).

Spring Stuebner

WEST
side:
Exit only
between
7:25 AM
and 8:00
AM on
school
days

St. Edward
Catholic School
Revised AM
Carline Procedures
(effective 18 AUG 16)



Standard Morning Carpool procedures- please proceed through the carline. Parking is discouraged, but understandable if you must visit the office. Duty teachers will assist your younger child to get out of the vehicle. Please do not park and get out of your vehicle during carline.

New Route-serpentine through the parking lot to minimize traffic congestion on Spring Stuebner ; **cones to extend entrance and direct traffic**

Old Route- dotted grey line

PICK-UP PROCEDURES FOR 2018-2019 (See map on back)

The following afternoon Pick-Up Procedures will begin **Monday, August 20, 2018**. (*Gym dismissal Aug. 15-17*).

- The Loading Zone for ALL STUDENTS is located in the easternmost parking lot. Enter on the West side of school: form 2 traffic lanes [Yellow line (Grades PreK-4) on the left/Blue line (Grades 5-8+ younger siblings) on the right], then 4 lanes [Yellow lines – 2 left lanes/Blue lines – 2 right lanes], then back to 2 traffic lanes as you drive around on the back road. [The 2 Yellow lines will merge to one lane staying on the left & the 2 Blue lines will merge to one lane staying on the right] **PLEASE BE COURTEOUS WHILE MERGING.**
- Both lanes are to pull around in front of the sports field and stop at the cones. [Yellow line will load in the left lane from the driver's side & Blue line will load in the right lane from the passenger side.]
- Staff members will be directing traffic. The Loading Zone will be opened at 3:15pm after all classes are present at dismissal. Vehicles will be asked to pull completely forward behind the car in front so that we may load multiple cars at one time. Once all vehicles are loaded and ready to go, the line will be released by a staff member. *If your student(s) is (are) not ready to load in your vehicle in time, you may be instructed to exit the Loading Zone, park in the easternmost lot and wait until the carpool line is finished before your student (s) is (are) loaded in your vehicle.*

It is important that each and every vehicle follow the route exactly as indicated on the procedure map for both Drop-off and Pick-up. Impatience with the system increases the likelihood of an accident and puts our children and staff at risk. Please expect delays at the beginning until everyone becomes familiar with the system.

Please do not get in the Pick-Up line any earlier than 3:00pm (2:15pm Fridays). Vehicles that arrive earlier to line up will cause a safety hazard for everyone.

Drivers are to remain in their vehicles at all times. If you must pick up your student early for an appointment, please do so before dismissal by signing him/her out in the Jr. High office. After 2:45pm (2:00pm on Fridays) students will not be able to be checked out due to the carline process.

No students will be allowed to walk to vehicles that are parked in the parking lot, and no students are to be picked up in any area other than the designated Pick-Up Zone.

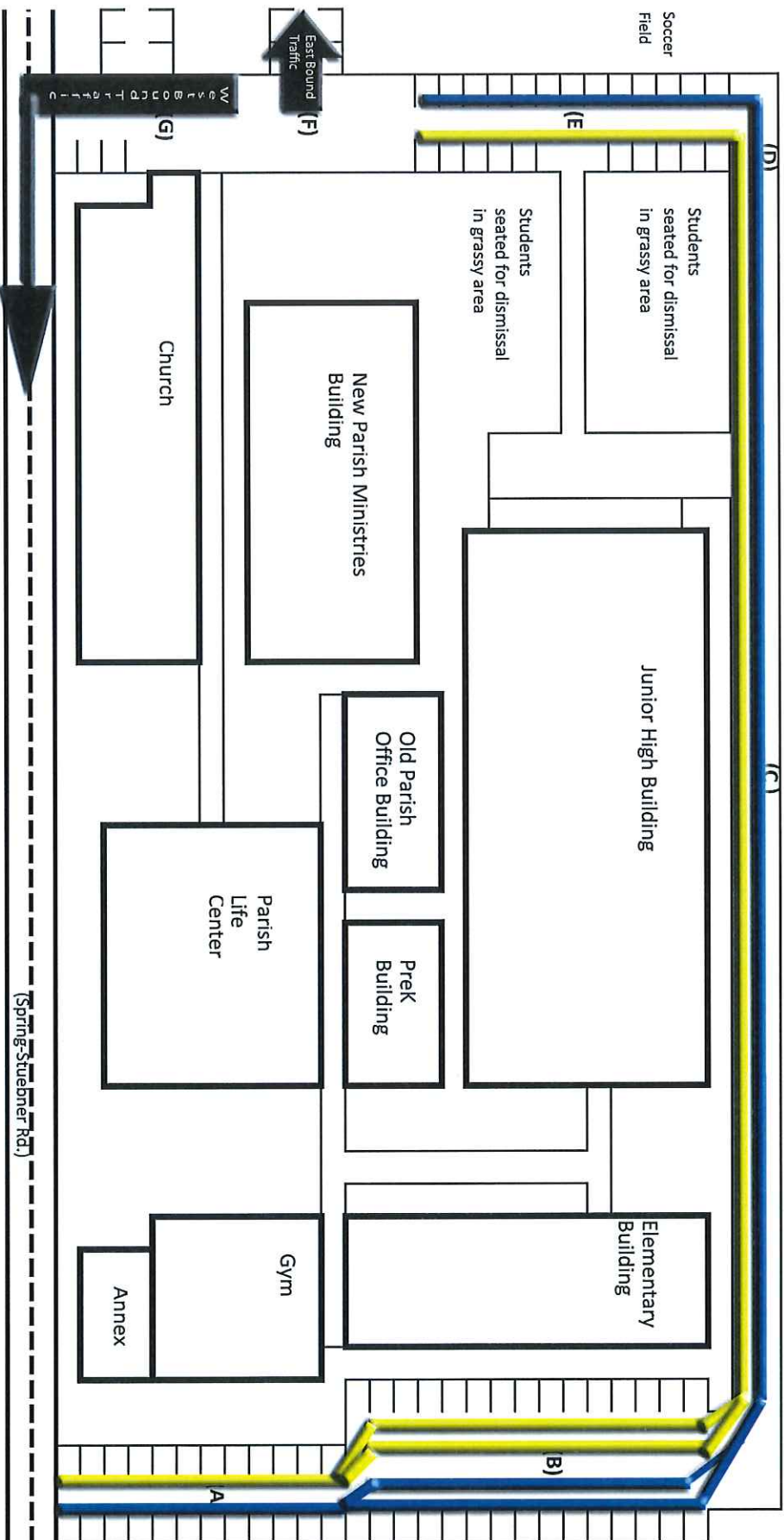
If you are a parent who must be in the building at the end of the day because of business or volunteer work, you must wait until the carpool line is complete before you and your student walk to your vehicle in the parking lot.

SEED students will be meeting in the Gym to sign in for the St. Edward Extended Day program. Once carline is finished, all students who are left will be taken to SEED and charged a 30 minute fee per student. Students signed in at SEED will not be released until 3:45pm.

The school office and your student's homeroom teacher should know in advance, all parties who are authorized to pick up your student.

Cell phone use is **PROHIBITED** during Drop-Off and Pick-Up. This is a Texas State Law.

Afternoon Pick-up Procedure



A-Cars form 2 lines.

B-Cars form 4 lines. (We are trying to make room for all cars to get off of Spring-Stuebner.)

The 2 left lanes will be the Yellow line, the 2 right lanes will be the Blue line.

C-Cars merge back into 2 lines. (left lane is Yellow line, Right lane is Blue line)

D-Cars are to pull up to the cones in area E. Yellow line will load students (PK-4) from driver's side. Blue line will load students (5-8) from the passenger's side. Cars must pull as far forward as possible into the loading area so we can load as many students at one time as possible.

E-Students will load into the cars. When all cars are loaded, a staff member will dismiss the cars from the loading area.

F-Cars turning East (right) onto Spring-Stuebner should go through the parking lots to use the Eastmost exit.

G-Cars turning West (left) onto Spring-Stuebner should go straight ahead and exit from the lane next to the church.