



It has been observed that there is a **STUDENT SAFETY** issue involving the morning drop off and afternoon pick up.

If you are driving students to school

KB through 6th grades:

Enter the Parking Lot from Second Street near the Convent. **Proceed single file.**

KA, 7th, and 8th

Enter the parking lot from the center Miller Road entrance. Turn right (**NOT LEFT OR STRAIGHT**) around to the end of the parking spaces, and proceed to the 8th grade wing or KA classroom.

Proceed single file.

****If your students fit in both of the above groups, please use the **Second Street** drop off rather than both drop off points.

If you want to park and walk your students to class:

Enter the parking lot from the center Miller Road entrance. Turn **right** and park. Escort students all the way across the parking lot.

NEVER – NEVER- NEVER
PASS WAITING CARS IN LINE TO DROP OFF!

If you are picking up students in the afternoon

Cars must enter at 2nd street and Miller Road (the school's south entrance).

The following pick up procedures must be followed:

1. Form lanes facing north.
2. Use the Center exit to go north **DO NOT USE THE CENTER EXIT TO ENTER.**
3. Use the North exit to go north only if you are in the two east lanes.
4. Please do not change lanes. When you do so you cross lanes that students and faculty use to walk to the cars. The lanes between the rows of cars are Pedestrian Only areas.
5. If you have student business to conduct during dismissal, please park your car in a parking space behind the pickup lanes.