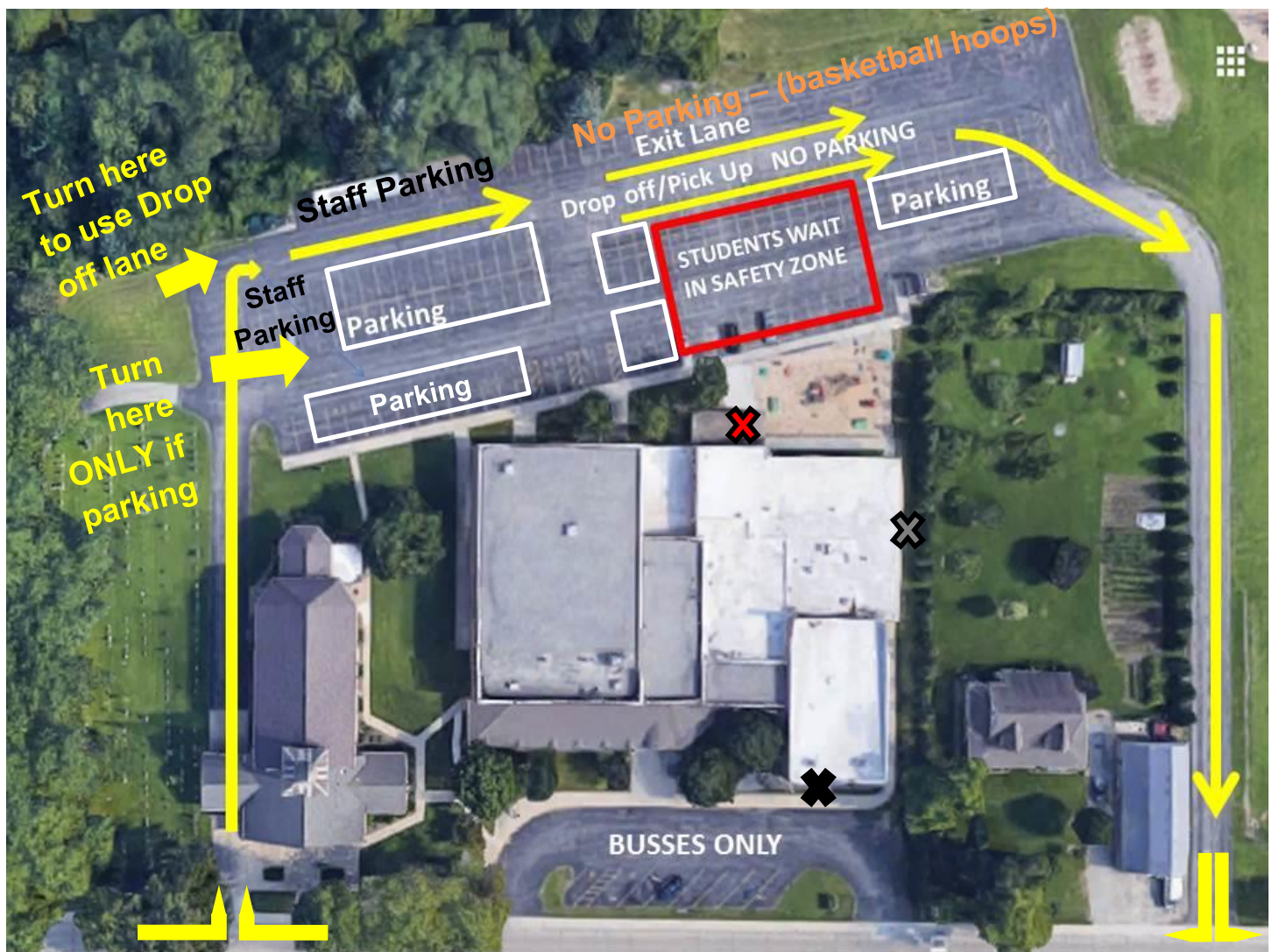


Drop Off and Pick Up Route at Holy Spirit School



Safety First!

Grade 1 through Grade 8 Drop off and Pick up Procedures

- **Morning Drop Off:** Please drop children off in back of school by 8:00 am. Students will then go directly up to their classroom where their teachers will be. Students may begin entering school at 7:40 am, with the normal 7:55 bell ringing to enter school, and the school day officially starting at 8:00 am (when students should be in their classrooms). Parents/Guardians, we encourage you to drop off your child at 7:40 am, if you are able, to limit bottle necking and slowing down entrance procedures.
- Grades 1, 2, & 3 will enter at the childcare doors ❌; Pre3, 4K, K & Grade 4 will enter at the main back doors ❌; and grade 5 & middle school will enter in the front middle school doors ❌. After 8:00 am, please park in front of school and escort your child inside to get signed in.
- **All students will enter school and be greeted at the door by a staff member.**
- **After School Pick Up:** If you need to get out of your car for any reason, then please park in the designated parking area (outlined in white). **Please do not park by the basketball hoops.** It is dangerous for children to walk through the pickup and exit lanes to go to a car. If your child is old enough we are encouraging parents/guardians to remain in their cars for pick up to limit close contact. If your younger child has older siblings, encourage the older child(ren) to find the younger and safely walk to your car.
- **If parents do need to get out of their vehicle to pick up their child, at this time, masks are optional.**
- **Drop Off and Pick Up Lane:** If you are going to drop your child off in the morning and not get out of the car, consider using the first lane. Have your child disembark from the passenger side of the car. If you are going to wait in your car to pick up your child, you may park in the lane. Move as far forward as possible. Leave room for cars to swing out and depart using the exit lane. Have children enter the vehicle from the passenger side. Check traffic coming from behind you when you depart.
- Please be patient, courteous, helpful, and safe at all times!