

**** We appreciate your cooperation in following the procedures outlined below for morning arrival and afternoon departure. They have been put in place with the sole intention of keeping you and your children safe. Please read below in entirety. Thank you!****

ST. MICHAEL'S SCHOOL

MORNING DROP OFF PROCEDURES

Parents can drop off students in grades PS - Gr. 1 starting at 7:30AM at the double doors off of the back parking lot. The students will be directed to the gym by two classroom aides who will greet them at the door and assist with getting them out of the car if needed. (If you have a preschool student and want to walk them to class in the morning, the earliest you will be able to take them to the classroom will be 7:40AM). If need to drop your child off earlier than 7:30AM the child will be put in Latchkey and will need to be signed up for that service. The teachers will arrive at the gym at 7:40AM to take their students up to their classrooms where instructional time will start at 7:45AM. If your child will be dropped off at St. Michael for the SMCC shuttle, have them at St. Michael at 7:30AM. The shuttle bus will leave at 7:35 AM sharp.

AM Preschool will dismiss at 10:30AM and the students will be brought outside to the school parking lot, where each teacher and aide will dismiss your student to you. If your child is in afternoon preschool, classroom aides will meet you at the double doors off of the back parking lot no earlier than 11:50AM. Instruction time for the afternoon Preschool students starts at 11:55AM.

AFTERNOON PICK UP PROCEDURES

St. Michael students will be dismissed at 2:30PM and the teachers will bring them to the back parking lot. All parents will get in the pick-up line to have their children released safely to their vehicles. Families who only pick up students from St. Michael's campus can expect to have their students released to their vehicles at 2:30PM. Those families who have to wait for students on the shuttle bus should expect to have their students released to them around 2:38PM, after the shuttle has dropped off students from our St. John and St. Mary campuses. Older students from the shuttle will pick up their St. Michael siblings in the St. Michael's hallway and come to the back parking lot as a family to wait for their vehicles. Please have your Car Sign, with your student's last name, displayed in the front right window of your car so that it is visible. If you are picking up someone else's child, please have their Car Sign displayed in your window also. The teachers will stay with the students until your car is in the front of the line, where they will then be directed to your car. Rachel Palmer, a classroom aide, will be directing traffic at pick up and helping to get students to their vehicles. If you need to go into the school for a meeting, etc., you will need to park your car by Marian Place and walk across the parking lot. Families that walk home, please pick up your child from the alley between the church and the school.

If your children are playing on the playground equipment after school, please follow the same rules that apply during the school day. Playground safety is imperative! You are responsible for your child after school hours.

ST. JOHN'S SCHOOL

MORNING DROP-OFF

STUDENTS ARRIVING ON A MONROE PUBLIC SCHOOL BUS:

These students will be dropped off on 5th Street in the driveway behind church. A teacher will be there to meet these children and walk them behind the yellow line up to the school. These children will then enter the school and go immediately to the gym where they will wait for their teachers to pick them up and lead them to class.

STUDENTS ARRIVING ON AN MCES SHUTTLE BUS:

These students will be dropped off on Monroe Street in front of the school. Either Miss Cicero or Miss Ochs will be awaiting their arrival and let them in the front door. These children will then go immediately to the gym where they will wait for their teachers to pick them up and lead them to class.

STUDENTS ARRIVING BY CAR:

These students are to be dropped off NO EARLIER than 7:30AM. Students are to be dropped off in the driveway between the church and school. Mrs. Cousino or Mrs. Knapp will be waiting to let them in school. The children will go immediately to the gym where they will wait for their teachers to pick them up and lead them to class..

****If you are dropping off a student, please pull forward to let your child out so that we can unload 4-5 cars at a time. When making the turn down the driveway between the church and rectory to exit, please drive carefully, as students arriving on MPS buses will be walking down this driveway.

Once in the gym all students will be seated and supervised by one or two teachers. At 7:40AM, teachers will meet their students and escort them to their classroom. INSTRUCTION WILL BEGIN AT 7:45a.m. Those students arriving in a car after this time will be marked tardy. Students who are tardy because of the MPS or MCES buses will not be marked tardy.

If a student arrives between 7:40 and 7:45a.m., he/she must ring the bell at the main entrance. Mrs. Ferguson will buzz them in and they are to go immediately to their classroom. 2nd grade students will enter at the main entrance and walk downstairs and through the cafeteria to their classroom.

If a student arrives after 7:45a.m., he/she must ring the bell at the main entrance. Mrs. Ferguson will buzz them in and they are to go to the office to receive a tardy slip. Then the student will proceed immediately to class as described above.

If a MPS bus has not arrived by 7:40, a teacher will remain at the end of the driveway on 5th street until all buses have arrived so that these students can be safely escorted into the school. If a teacher needs to remain outside past 7:45, their classroom will be supervised by another teacher in the same hall.

AFTERNOON PICK-UP

STUDENTS RIDING A MONROE PUBLIC SCHOOL BUS:

These students will be dismissed at 2:23PM. At 2:25PM Mrs. Cousino and Miss Knapp will walk them to Monroe Middle School and remain there until all St. John's students are on their correct buses.

STUDENTS RIDING THE MCES SHUTTLE BUS:

These students will be dismissed at 2:25PM. They will proceed inside to the front of the school, where they will wait inside under the supervision of Mrs. Cooke and Mrs. Cousino. Once the shuttle arrives students will be walked to their bus in an orderly manner.

STUDENTS RIDING IN CARS:

Those adults picking up students need to enter the driveway between the church and school. The line will turn to the right in the parking lot and wind toward the southeast exit on Washington Street. Families receive a car sign with their family name in their packet at open house. This sign is to be placed in the front window of the car at pick up to assist the teachers with loading students.

Since different teachers have different bus duties, students will be instructed by their classroom teachers where they are to go at 2:25p.m. All car riders will have an assigned classroom, supervised by a teacher, in which they will remain until the shuttle bus from St. Mary's arrives. This is approximately 2:40p.m.

Once the shuttle bus arrives, all students riding in cars will walk to the south end of the parking lot, where they will be supervised by Mrs. Knapp, Miss Ochs, or Miss Cicero. Students need to watch for their ride and be ready to depart when their car pulls forward. The teachers will be loading the first six to seven cars in line. Students are NOT to go to their ride until instructed by a teacher. All cars will exit through the southeast gate onto Washington Street.