



Arrival & Dismissal Procedures

St. Michael Campus

- **Arrival (face masks required):**
 - **Car:** unless using AM latchkey, all students should arrive after 7:30 am. Faculty & Staff will be present to welcome students and ensure the health check is completed. Masks are required.
 - **Preschool:** will line up (socially distanced) in the hallway.
 - **Young 5s:** will line up against the wall in the playground.
 - **Kindergarten & 1st Grade:** will line up in the area between the Church & school.
 - **The drop off circle** will enter and exit by the main driveway. The alley will not be used.
 - **Awaiting Shuttle Bus:** Students will wear a mask and wait in the area nearest the entrance door (cone storage area). When leaving to get on the shuttle bus, they will walk around the school outside. They will be given hand sanitizer when boarding the bus.
 - **Arriving on Shuttle Bus:** Students will be given hand sanitizer when exiting the bus. They will join their class in the parking lot.
 - **Late Arrivals:** Teachers will take their classes to their classrooms at 7:50. Any students arriving after this time will need to call the school office and a member of staff will meet them at the door.
- **Dismissal (face masks required):**
 - **Preschool:** will dismiss at 2:20. Any siblings in St. Michael Campus will also be dismissed. Those awaiting shuttle bus riders will wait along the wall of the school.
 - **Young 5s, Kindergarten & 1st Grade:** will dismiss at 2:30. Any students awaiting shuttle bus riders will line up along the wall.
 - **Shuttle Bus & Siblings:** will dismiss at 2:40. Hand sanitizer on arrival. Join their siblings in the parking lot.
 - **MPS Bus:** Exit via the O'Brien St. Door at 2:30.

St. John Campus:

- **Arrival (face masks required):**
 - **Car:** unless using AM latchkey at St. Michael, all students should arrive after 7:30 am. Faculty & Staff will be present to welcome students and ensure the health check is completed. Masks are required.
 - Students will gather by grade, in a socially distanced line.
 - **Awaiting Shuttle Bus:** Students will wear a mask and wait in the area nearest the entrance door (cone storage area). When leaving to get on the shuttle bus, they will walk around the school outside. They will be given hand sanitizer when boarding the bus.
 - **Arriving on Shuttle Bus:** Students will be given hand sanitizer when exiting the bus. They will join their class in the courtyard.
 - **Late Arrivals:** Teachers will take their classes to their classrooms at 7:50. Any students arriving after this time will need to call the school office and a member of staff will meet them at the door.
- **Dismissal (face masks required):**
 - **Shuttle Bus:** Those riding shuttle bus will line up in the front exit in a socially distanced line. Hand sanitizer will be distributed.
 - **Car (no shuttle bus siblings):** will dismiss directly to the parking lot at 2:30.
 - **Car (awaiting shuttle bus siblings):** will line up in the courtyard (socially distanced) and wait for their siblings. In poor weather, they will stand in the gym socially distanced.
 - **MPS Bus:** Line up in courtyard with teacher. Walk over.

St. Mary

- **Arrival (face masks required):**
 - **By Car:** Wearing a mask, students will line up outside in the basketball area of the parking lot. Faculty & Staff will be present to welcome students and ensure the health check is completed. **NO ONE MAY ARRIVE UNTIL 7:30, unless using latchkey at St. Michael Campus.**
 - **By Shuttle Bus:** Students will be given hand sanitizer on arrival. They will either join their class in the parking lot or go in through the gym door if classes have already departed for their classrooms.
 - **By MPS Bus:** Students will be given hand sanitizer on arrival. They will either join their class in the parking lot or go in through the gym door if classes have already departed for their classrooms.
- **Dismissal (face masks required):**

- **By Shuttle Bus:** Students will be dismissed from class at 2:25 and meet the shuttle bus coordinator teacher at the South Wing Doors. They will exit together. Hand sanitizer will be provided.
- **By MPS Bus:** will be dismissed to Willow St. at 2:30. Hand sanitizer will be provided.
- **5th & 6th Grade (and siblings in 7th/8th):** will be dismissed at 2:30.
- **7th & 8th Grade:** will be dismissed at 2:35.
- Those waiting for shuttle bus riders will line up along the gym wall.
- All students will stand in the parking lot (coned off area) with family members, socially distanced.