

Morning Drop Off and Afternoon Pick Up Procedures for St. Mary's School

We will continue to use the procedures in place– we will have helpers to guide you through the process:

Lanes have been designated for drop off and pick up of students in front of the St. Mary's high school building on Orange Street and in circle drive in front of the Murchison-Pahl Gymnasium. Parents/guardians may use the drop off /pick up zones, or if children need more time in the mornings when being dropped off, please park in a designated parking space. There are plenty of parking spaces around campus. Parking is available in the St. Joseph's parking lot, behind the Marienkirche (old church), in front of St. Mary's Church or in any other designated parking space on campus. **Remember to direct children to the crosswalk to cross the street in order to ensure their safety.** Parent volunteer crossing guards will assist students in the crosswalk.

Keep in mind, during busy times (directly before school and after school) the designated parking areas westbound San Antonio Street at the high school building, and eastbound San Antonio Street at the elementary building may become blocked due to vehicles trying to enter/exit the drop off/pick up zones. Please consider parking in less congested areas and be patient during these high traffic times. Please be considerate of one another; most importantly, help keep our children safe. Please report concerns to the school office.

DO NOT PARK in the drop off/pick up zones, and please remain in your vehicles.

Procedure when dropping off and picking up students in front of the St. Mary's high school building:

1. Enter the designated lane from westbound San Antonio Street. Remain single file on San Antonio Street and **turn right onto Orange Street to enter the designated lane.** Remain to the far right on westbound San Antonio Street to allow traffic to continue to drive westbound through the intersection.
2. Remain single file in the designated lane. Continue to pull forward in the designated lane to maximize the number of vehicles attempting to utilize the drop off/pick up zone.
3. Children should exit the vehicle at the curbside of your vehicle. Children should be ready to exit your vehicle **before** you enter the drop off zone. **This designated zone is a “kiss and go” zone;** please be courteous to others trying to also use the drop off/pick up zone.
4. There will be attendants to assist your children in/out of your vehicle to ensure safety.

Procedure when dropping off and picking up students in circle drive in front of the Murchison-Pahl Gymnasium.

1. Enter the designated lane from eastbound San Antonio Street.
2. Remain single file in the lane and continue to pull forward to maximize the number of vehicles attempting to utilize the drop off and pick up zone.
3. Remain to the far right to allow traffic to continue to drive through circle drive.
4. Attendants will assist your children in/out of your vehicle to ensure safety.