

# **Immaculate Conception School**

## **Drop Off and Pick-Up Procedures**

Revised July 31, 2020  
2020

**OUR NUMBER ONE GOAL IS TO PROVIDE A SAFE, EFFICIENT METHOD OF DROPPING OFF AND PICKING UP CHILDREN. THANK YOU FOR YOUR PATIENCE AND COOPERATION IN FOLLOWING THESE PROCEDURES.**

### **MORNING DROP OFF**

Enter the main ramp and drive to the right toward church. Circle round by the basketball court and proceed to the front of the school. Drop students off at the corner of the school near the flagpole and enter the cafeteria doors facing the street. Exit the ramp to the street.

### **ALTERNATE MORNING DROP OFF**

When the main ramp is blocked, enter on Church Street east of the rectory. Turn left on the chat road on the ball field behind church. Keep to the right and enter the parking lot on the ramp between the convent and church. Drive in front of the convent and in front of the school. Students are to be dropped off at the corner of the school near the flagpole and enter the cafeteria doors facing the street. Circle around the parking lot and drive parallel to the church. Exit on the right side of the ramp. Proceed back to Church Street and then to the main road.

### **AFTERNOON PICK UP**

Enter Church Street east of the rectory. Turn left on the chat road on the ball field behind church. Keep to the right and enter the parking lot on the ramp between the convent and church. Drive in front of the convent and in front of the school to the cones. Please remain in line. One car will park by each of the three cones. Three cars will load at a time. Wait until the cars in front of you are loaded before proceeding. Circle around the parking lot and drive parallel to the church. Exit on the right side of the ramp. Proceed back to Church Street and then to the main road.

### **PICK UP WHEN THERE IS NO BUS SERVICE**

Enter Church Street east of the rectory. Turn left on the chat road on the ball field behind church. Keep to the right and enter the parking lot on the ramp between the convent and church. Drive in front of the convent and in front of the school to the cones. Please remain in line. One car will park by each of the five cones. Five cars will load at a time. Wait until the cars in front of you are loaded before proceeding. Exit on the main ramp to the street.

#### **Remember:**

**Make sure anyone that picks up your children knows these procedures.**

**Inform the school if there are dismissal changes from the regular routine.**

**If your child arrives late or is picked up early, park outside the coned off parking lot. You must come to the office to sign the clipboard when picking up your child or bringing them to school outside regular arrival and dismissal times.**