

# V + J

## HOLY CROSS ACADEMY ARRIVAL AND DISMISSAL GUIDE

*Each one of us is responsible for the safety of all our children. Please keep that in mind at all times. Nothing is important enough or urgent enough to endanger anyone's safety. When everyone follows these directions, arrival and dismissal move quickly and smoothly. Thank you for your cooperation.*

### Parking Directions

- Please refer to the dismissal map.
- No cars may park in the side lot during school hours. It will open at 2pm for carpool.
- Cars may always park in the spaces directly in front of the school building. Once carpool begins, these cars will not be allowed to exit until the lines have cleared.
- Parking spots in the front lot that will be used for afternoon dismissal may be used only until 1:30pm. These are the spots adjacent to the road.
- Cars may begin to form the front and side carpool lines at 2pm. Parents who are volunteering in the building may park in the front lines only beginning at 1:35. No one may park in the carpool lines in the side lot until 2pm.
- The new parking lot will be used by faculty and staff. Buses will dismiss from this lot.

### Morning Drop-Off

- All cars must drive through the side lot once the cones are set up for drop-off. Cars must stay in line and may not cut through parking places.
- Beginning at 7:50am, cars must go all the way to the end of the front lot near the flagpoles before stopping.
- Once the cars stop, students must exit directly to the sidewalk from either the front lot or the side lot. Under NO CIRCUMSTANCES may students exit cars that are not in the line nearest the school building. This includes parking spots that are not near the building. In the side lot, students may not exit their cars if they are behind the fire hydrant.
- Drivers must wait until the car in front of them begins to move before exiting. During morning carpool, drivers may never pass on the left.

- Parents are strongly encouraged to remain in the carpool line. Students should walk themselves into school unless they are injured. Allow them to take their own bags as they exit the car. That is a healthy independence that makes them self-confident.
- Parents who choose to park their cars must remain parked until the end of carpool, approximately 8:10 AM.
- Faculty and staff members will be in the lot to direct you beginning at 7:50. Please follow their directions respectfully.

## **Morning Carpool problems**

- Drivers who drop off their students on Stafford Lakes Parkway.
- Drivers who stop in front of the door and do not follow the line all the way to the end.
- Drivers who park and hold up the line either by crossing traffic or pulling out.
- Drivers who argue with the staff members directing traffic.
- Drivers who arrive at HCA at 8:05 or later. This does not allow enough time for students to be dropped-off and enter the building.

## **Afternoon Carpool - *Please consult the dismissal map.***

- Carpool will be divided into 5 groups so that students can find their cars more easily. Cars will form the dismissal line all the way to the left in the front lot. No cars will be directly in front of the main school entrance.
- Cars may begin forming the dismissal lines at 2pm. Cars must pull as close to the front car as possible. Our goal is to have as many cars as possible in the lines on the school property.
- Once dismissal begins at 3:10 and students begin to exit the building, no more cars may pull into lines I-IV.
- Students in carpool I and all buses will exit the flagpole door.
- Students in carpool II will exit the front entrance.
- Students in carpools III & IV will exit the recess door.
- As soon as the buses are ready, a staff member will signal them to exit.
- As soon as carpool I is ready, a staff member will signal the cars to begin exiting. Each group will be signaled by a staff member to begin exiting. No group should begin without direction from a staff member.

- If your students do not exit on time, you will be asked to pull over and we will continue to call for the students. Please remind the children in your carpool to exit immediately when their numbers are posted.
- Once carpools I, II, III & IV have exited the property, a staff member will signal carpool V to form two lines in front of the building. This carpool will remain in the center of the lot and will not pull into the spaces as carpools I & II have done. This carpool line will include the area directly in front of the entrance to the school. Drivers are encouraged to form two lines right away.
- When carpool V is ready, they will be signaled by a staff member to begin exiting.
- When carpool ends, all remaining students will be signed in to Aviat Care.

## **Afternoon Carpool problems**

- Students who do not come out immediately when their numbers are posted.
- Drivers who pick up their students on Stafford Lakes Parkway.
- Drivers who leave unnecessary space between cars.
- Drivers who argue with the staff members or safeties directing traffic.

*We appreciate everyone's cooperation in making our carpool as safe and as efficient as possible. All questions should be directed to Sr. Susan Louise, Sr. Frances Carol or Mrs. Darling.*