

MORNING ARRIVAL:

- Children arriving to school by car prior to 7:30 a.m. may be dropped off in the circular driveway in front of school. Students are supervised in the main school lobby until 7:30, at which time they are allowed to proceed to their homeroom. The school office opens for business at 7:30.

*The circular driveway in the front of school
is not to be used after 7:30 a.m.
for dropping off students. This area is reserved for buses.*

- Families arriving between 7:30 and 7:50 are to drive past the east end of the church, turning left and in back of the church, and lining up as indicated on the arrival and dismissal diagram.
- Parent volunteers are present to assist in a smooth arrival process. Please be courteous and attentive to their directions.
- Please pull your vehicle as far ahead as possible, allowing as many families as possible to drop off their child/ren at one time. Please DO NOT allow your child/ren to exit until your vehicle has passed the back of the church.
- Please instruct your child/ren to exit quickly, and cross IN FRONT OF YOUR VEHICLE. (If a child requires extra assistance, please proceed ahead, and park on the side parking lot, facing the Parish Community Building. To ensure their safety, escort your child across the parking lot.)
- Students may enter school through the south-facing janitor door, north-facing back lobby door, or west-facing gym doors.
- Be aware St. Monica is a transfer point for Kalamazoo Public School transportation, and buses are in the gym parking area each morning. Please be prepared to stop and give right of way to any oncoming buses.
- Students arriving by Kalamazoo Public School and Portage Public Schools transportation will be dropped off in the school's front circular drive.
- At 7:50, the janitor and gym doors will be locked. Any student arriving after 7:50 is to enter school through the front or back lobby doors and visit the lobby receptionist for a tardy slip.

AFTERNOON DISMISSAL

Please read the following details carefully:

Cars and Kalamazoo buses will enter the west parking lot in the same way: driving past the church, behind the school and lining up as indicated in the diagram.

- Riders will be dismissed to the gym lobby immediately following announcements at 2:50.
- Children will wait in a designated area for their parent/driver, and are to be **escorted by them to their vehicle**.
- All riders who have not been picked up by 3:00 will be escorted back to their classroom. Parents picking their student up after the initial rider timeframe must park behind the school or on the East side of the church come into the school and the student will be called to the lobby.
- For safety and speed in exiting, all cars must exit in the same direction. When the cars are ready to leave, they should pull into the open lane and travel west to the end of the parking lot (unless they are parked in the farthest south lane), then turn left and exit using the farthest south lane - i.e. follow the fencing around the perimeter of parking lot so no cars are driving/exiting in front of the gymnasium (see diagram below). All cars must have exited the west parking lot by 3:00 P.M.

For the safety of ALL our students, please use care while exiting. PLEASE DO NOT SPEED! Be considerate of the other families, and allow other vehicles to join the traffic line! Please be attentive to the school staff as they direct traffic and ensure a smooth exiting process. Please advise anyone who will be picking up your child (grandparent, sibling, care provider) of our expectations of a courteous and safe dismissal process.

- At 3:00, cars will be prevented from proceeding into the west parking lot. Kalamazoo buses will then pull around and park in the gym parking lot.
- **Kalamazoo bus riders and walkers** will be dismissed at approximately 3:10 to the gym lobby.
- **Portage bus riders** will be dismissed beginning at 3:00 as they arrive to the main school lobby and will be picked up at the circle drive. Therefore, it is important for parents not to park in that drive during school hours.
- Parents picking up **Kindergarten, Pre-school and Young Fives students** at 11:15 may park either on the east side of the church or in the parking spaces along the front of the school. **Please do not park in the circle drive.**

<p>If you need to enter the building for business, both before or after school, please park on the east side of the church or the parking spaces along the front of the school and enter the school at the flagpole entrance.</p>
