

# **St. Cletus School**

## **Arrival and Dismissal Procedures**

### **School Hours**

**School begins, promptly, at 8:00 a.m. Teachers will meet students outside their assigned doors at 7:50 a.m. Please be on time to school.**

### **Before Care Drop-off**

Parents may walk their child(ren) to the side, west entry door #14; knock on the door, and drop off their child(ren). Parents may also opt to remain in their vehicle and watch their child(ren) walk up the sidewalk to door #14. Students **MUST** stop at door #14 to be checked in for before care.

### **PRESCHOOL – Room 107 & 108**

Park in the school parking lot (just west of the Parish Center building) and walk your child to the Morrissey Hall entrance. Students will enter through entrance # 1 (multiple doors).

**Dismissal:** Same as arrival procedures—pick up students at entrance #1 (multiple doors).

### **HALF DAY PRESCHOOL – Room 105**

**Arrival:** Park in the school parking lot (just west of the Parish Center) and walk your child to the south entrance on the east end of the school building. Students will enter through door # 3.

**Dismissal:** Same as arrival procedures—pick up students at entrance #3.

### **JUNIOR KINDERGARTEN – Room 100**

**Arrival:** Park in the school parking lot (just west of the Parish Center) and walk your child to the south entrance on the east end of the school building. Students will enter through door # 3.

**Dismissal:** Same as arrival procedures—pick up students at door #3.

### **KINDERGARTEN – Room 99**

**Arrival:** Park in the school parking lot (just west of the Parish Center building) and walk your child on the sidewalk between the school building and the Parish Center to the east side of the school building. Students will enter through door #6.

**Dismissal:** Same as arrival procedures—pick up students at door #6.

## **FIRST GRADE**

### **Arrival:**

- Drive north on Stone Avenue (from 55<sup>th</sup> Street) along the west side of the school building and follow the drop-off line, which runs through the angled parking spots. Please pull forward as far as possible. Students will walk along the Stone Avenue sidewalk to the Morrissey Hall south entrance and enter through door #15. Parents should NOT leave their vehicle at any time.
- Do NOT pull around other vehicles—just follow the vehicle in front of you.
- Parents may park in the school parking lot and walk their child to Morrissey Hall door #15. All vehicles must be off of the school parking lot by 8:30 a.m. After 8:30 a.m. and before 2:45 p.m., parking is allowed in the angled parking spots on Stone Avenue.
- The teacher will greet the students from 7:50-8:00 a.m. in Morrissey Hall. If you are arriving late, please bring your child(ren) into school through the school office entrance at door #2.
- Stone Avenue drop-off at Morrissey Hall door #15 is strongly recommended.
- To exit from Stone Avenue (if not dropping off other children), continue straight on Stone Avenue past 54<sup>th</sup> Street or turn left onto 54<sup>th</sup> Street to Brainard Avenue.
- NO PARKING IS ALLOWED IN THE ANGLED SPOTS BETWEEN 7:45 and 8:15 a.m.

**Dismissal:** Same as arrival procedures—students will enter their vehicles from door #15.

## **SECOND GRADE**

### **Arrival:**

- Drive north on Stone Avenue (from 55<sup>th</sup> Street) along the west side of the school building and follow the drop-off line, which runs through the angled parking spots. Please pull forward as far as possible. Students will walk along the Stone Avenue sidewalk to the Morrissey Hall west entrance and enter through door #14. Parents should NOT leave their vehicle at any time.
- Do NOT pull around other vehicles—just follow the vehicle in front of you.
- Parents may park in the school parking lot and walk their child to Morrissey Hall door #14. All vehicles must be off of the school parking lot by 8:30 a.m. After 8:30 a.m. and before 2:45 p.m., parking is allowed in the angled parking spots on Stone Avenue.
- The teacher will greet the students from 7:50-8:00 a.m. in Morrissey Hall. If you are arriving late, please bring your child(ren) into school through the school office entrance at door #2.
- Stone Avenue drop-off at Morrissey Hall door #14 is strongly recommended.
- To exit from Stone Avenue (if not dropping off other children), continue straight on Stone Avenue past 54<sup>th</sup> Street or turn left onto 54<sup>th</sup> Street to Brainard Avenue.
- NO PARKING IS ALLOWED IN THE ANGLED SPOTS BETWEEN 7:45 and 8:15 a.m.

**Dismissal:** Same as arrival procedures—students will enter their vehicles from door #14.

## **THIRD GRADE**

### **Arrival:**

- Drive north on Stone Avenue (from 55<sup>th</sup> Street) along the west side of the school building and follow the drop-off line, which runs through the angled parking spots. Please pull forward as far as possible. Students will walk along the Stone Avenue sidewalk to the

Morrissey Hall west entrance and enter through door #14. Parents should NOT leave their vehicle at any time.

- Do NOT pull around other vehicles—just follow the vehicle in front of you.
- Parents may park in the school parking lot and walk their child to Morrissey Hall door #14. All vehicles must be off of the school parking lot by 8:30 a.m. After 8:30 a.m. and before 2:45 p.m., parking is allowed in the angled parking spots on Stone Avenue.
- The teacher will greet the students from 7:50-8:00 a.m. in Morrissey Hall. If you are arriving late, please bring your child(ren) into school through the school office entrance at door #2.
- Stone Avenue drop-off at Morrissey Hall door #14 is strongly recommended.
- To exit from Stone Avenue (if not dropping off other children), continue straight on Stone Avenue past 54<sup>th</sup> Street or turn left onto 54<sup>th</sup> Street to Brainard Avenue.
- NO PARKING IS ALLOWED IN THE ANGLED SPOTS BETWEEN 7:45 and 8:15 a.m.

**Dismissal:** Same as arrival procedures—students will enter their vehicles from door #14.

#### **FOURTH GRADE**

**Arrival:**

- Drive east on 54<sup>th</sup> Street (from Brainard Avenue) along the north side of the school building and enter the angled parking lane. Students will exit their vehicles and form a line on the 54<sup>th</sup> Street sidewalk starting at the corner of Stone Avenue and 54<sup>th</sup> Street. At 7:50 a.m., the teacher will escort the students into the building through door #12 on the south side of the building.
- Do NOT pull around other vehicles—just follow the vehicle in front of you.
- NO PARKING IS ALLOWED IN THE ANGLED SPOTS BETWEEN 7:45 and 8:15 a.m.

**Dismissal:** Same as arrival procedures—students will enter their vehicles from door #12.

#### **FIFTH GRADE**

**Arrival:**

- Drive east on 54<sup>th</sup> Street (from Brainard Avenue) along the north side of the school building and enter the angled parking lane. Students will exit their vehicles and form a line on the 54<sup>th</sup> Street sidewalk starting at the corner of Stone Avenue and 54<sup>th</sup> Street. At 7:50 a.m., the teacher will escort the students into the building through door #12 on the south side of the building.
- Do NOT pull around other vehicles—just follow the vehicle in front of you.
- NO PARKING IS ALLOWED IN THE ANGLED SPOTS BETWEEN 7:45 and 8:15 a.m.

**Dismissal:** Same as arrival procedures—students will enter their vehicles from door #12.

#### **SIXTH GRADE**

**Arrival:**

- Drive east on 54<sup>th</sup> Street (from Brainard Avenue) along the north side of the school building and enter the angled parking lane. Students will exit their vehicles and form a line on the

54<sup>th</sup> Street sidewalk in front of the fifth-grade class. At 7:50 a.m., the teacher will escort the students into the building through door #12 on the south side of the building.

- Do NOT pull around other vehicles—just follow the vehicle in front of you.
- NO PARKING IS ALLOWED IN THE ANGLED SPOTS BETWEEN 7:45 and 8:15 a.m.

**Dismissal:** Same as arrival procedures—students will enter their vehicles from door #12.

## **SEVENTH GRADE**

### **Arrival:**

- Drive east on 54<sup>th</sup> Street (from Brainard Avenue) along the north side of the school building and enter the angled parking lane. Students will exit their vehicles and form a line on the 54<sup>th</sup> Street sidewalk in front of the sixth-grade class. At 7:50 a.m., the teacher will escort the students into the building through door #11 on the south side of the building.
- Do NOT pull around other vehicles—just follow the vehicle in front of you.
- NO PARKING IS ALLOWED IN THE ANGLED SPOTS BETWEEN 7:45 and 8:15 a.m.

**Dismissal:** Same as arrival procedures—students will enter their vehicles from door #11.

## **EIGHTH GRADE**

### **Arrival:**

- Drive east on 54<sup>th</sup> Street (from Brainard Avenue) along the north side of the school building and enter the angled parking lane. Students will exit their vehicles and form a line on the 54<sup>th</sup> Street sidewalk in front of the seventh-grade class. At 7:50 a.m., the teacher will escort the students into the building through door #11 on the south side of the building.
- Do NOT pull around other vehicles—just follow the vehicle in front of you.
- NO PARKING IS ALLOWED IN THE ANGLED SPOTS BETWEEN 7:45 and 8:15 a.m.

**Dismissal:** Same as arrival procedures—students will enter their vehicles from door #11.

## **IMPORTANT NOTES**

- DO NOT pull around other vehicles—just follow the vehicle in front of you.
- Grades 4-8 families must use the drop-off line.
- DO NOT PARK IN THE ANGLED PARKING SPACES from 7:45-8:15 a.m. and 2:45-3:00 p.m.
- No U-turns are allowed.
- Students will exit the vehicle on the passenger side ONLY and walk to the sidewalk.
- Pull up along the parking area far to the stop sign.
- Please be patient—pull forward to exit as traffic allows.
- Do Not pull around other vehicles—just follow the vehicle in front of you.
- Do Not turn onto Waiola Avenue from 54<sup>th</sup> Street—exit toward Spring Avenue—then turn right, turn left, or go straight.

**Half Day Kindergarten Dismissal**

For those students leaving at 11:30 a.m., parents will park in the school parking lot (just west of the Parish Center building) and walk on the sidewalk between the school building and the Parish Center to the east side of the school building. Students will be picked up through door #6.

**Drop-off for Families with Multiple Students**

Please drop off your oldest student first and then drive around the school building to drop off their younger siblings, following the grade-level procedures above.

**Pickup for Families with Multiple Students**

Please pick up your youngest student first and then drive around the school building to pick up their older siblings, following the grade-level procedures above.

**After Care Pickup**

Please park along Stone Avenue in the angled parking lane. Walk up the sidewalk to door #14 and knock on the door to Morrissey Hall. The aftercare staff will let you in to sign out your child(ren). All students must be signed out by the parent or authorized pickup person. To contact the aftercare staff (during after care hours), call (708) 215-5408 after 3:00 p.m., Monday through Friday. After care closes at 6:00 p.m.