

All Saints Regional Catholic School
Manahawkin, NJ

In an effort to maintain safety for all of the students at All Saints Regional Catholic School, the following procedures for car line drop off and pick up have been established.

DROP OFF PROCEDURE:

Please refer to the diagram on the reverse side of this information sheet to assist you in understanding the procedure as outlined below.

- Arrival time is between 8:20 a.m. and 8:40 a.m.
- Cars will enter into the back lot from Doc Cramer Boulevard.
- Cars will proceed straight across the back traffic lane and make a left turn into the front traffic lane.
- This will establish a line of cars that are stopped, parallel to the sidewalk.
- Once the line of cars has been established, students will exit the car **ONLY** on the right hand side of the car.
- Parents are to remain seated in their car with the car in **PARK**.
- Trained volunteers will assist students from the cars and in closing the car doors.
- Students are to have all of their belongings with them in the car and not in the trunk.
- Once the students from each of the cars in the established line are safely on the sidewalk, a volunteer will signal those cars to exit the parking lot.
- The next set of cars will move forward establishing a new line of cars and this process will be repeated until all students have arrived.
- **No parking will be permitted in the back lot during arrival.** If you have business with the school, please drive to the front parking lot and enter through the **MAIN ENTRANCE**.
- **Car line drop off ends promptly at 8:40 a.m.** If you arrive after car line has ended, please drive to the front parking lot and **walk** your child into the main office.
- Please be patient and follow all directions given by the volunteers that are present in the back lot.

DISMISSAL PROCEDURES:

- Carline dismissal takes place in the All-Purpose Room at the southern end of the building.
- **Parents/guardians or their designee are to park their car and come into the AP Room** and check in with the attending staff members.
- Please be sure that **whoever is picking up any child has a valid form of identification that includes a picture** which is to be shown to the attending staff members. This procedure is strictly enforced.
- We strongly urge that once you have picked your child up that you return to your car and leave the premises **immediately** to accommodate other parents arriving for pick up as well as assisting us in maintaining the safety of the students. Our goal is to provide all students with a safe environment.