

HOLY CROSS ACADEMY ARRIVAL AND DISMISSAL GUIDE

Each one of us is responsible for helping to ensure the safety of all our children. Please keep that in mind at all times.

By following these directions, arrival and dismissal move quickly and smoothly. Thank you for your cooperation.

Parking Lots - Please refer to the dismissal map

- The front parking lot is for faculty, staff, and preschool drop-off and pick-up. Buses also dismiss from this lot.
- **Parking spaces in the back lot along the sidewalk are reserved for faculty only.**
- Cars may park in the spaces facing the front of the school building. Once carpool begins, these cars will not be allowed to exit unless directed by staff or a safety.
- Parking spaces across from the building are used for afternoon dismissal and may only be used until 1:30pm.
- Cars may begin to form the carpool lines at 2pm.

Morning Drop-Off

- Cars must drive to the end of Stafford Lakes Parkway and around to the cone in front of the building before stopping.
- Once the cars stop, students must exit directly to the sidewalk. Under NO CIRCUMSTANCES should students exit cars that are not adjacent to the sidewalk in front of the school building. This includes parking spaces that are not near the building.
- On Mass days, parents who wish to attend Mass can park in the back lot between the basketball hoops.
- Drivers must wait until the car in front of them begins to move before exiting. **Drivers must never pass a stopped vehicle.**
- Parents are strongly encouraged to drop off your child in the carpool line. Students should walk themselves into the building unless they are injured. Allowing them to take their own bags as they exit the car is a healthy independence that makes them self-confident. Preschool students can be walked in by their older siblings or “Middle School Partners”.
- Parents who choose to park their cars must remain parked until the end of carpool, approximately 8:10 AM.
- Faculty and staff members will direct carline beginning at 7:45. Please follow their directions respectfully.

Afternoon Dismissal - Please refer to the dismissal map

- Cars may begin forming the dismissal lines at 2pm. Cars must pull as close to the front car as safely possible. Our goal is to have as many cars as possible in the lines on the school property.
- A “fire lane” must be maintained closest to the building during dismissal to allow access for emergency vehicles. The front entrance must never be blocked.

Carline Areas:

- Carpool 1 is in the front - two lines against the street from the flagpole end of the building to the front entrance.
- Carpool 2 is in the front — two lines against the street from the entrance to the end of the curb near the dumpster
- Carpool 3 is in the back lot — parking spaces in the middle of this area between the basketball hoops.
- Carpool 4 is in the back lot — two lines along the wood line.

Procedures:

- Once dismissal begins, no cars will be allowed to move until directed by faculty or staff. Students will exit the doors closest to their carpool location.
- As soon as carpool 1 is ready, a staff member will signal the cars to begin exiting. Each group after that will be signaled by a staff member to begin exiting. No group should begin without direction from a staff member. **Cars will alternate between the two lines when merging to exit.**
- If your students do not exit on time, you will be asked to pull forward to park and we will continue to call for them. If you have to go into the building for any reason, we ask that you park to avoid holding up dismissal. If you experience car trouble during dismissal, please look for staff or a safety to find assistance for you.
- Once carpools 1,2, 3, and 4 have exited the property, a staff member will signal carpool 5 to form one single line in front of the building along the sidewalk.
- When carpool ends, all remaining students will be signed in to Aviat Care.

Please help us stay safe and efficient:

- Respectfully follow directions from our safeties and staff. Our 8th graders demonstrate great leadership in their important roles.
- Minimize space between cars and always pull forward as far as safely possible. This allows more cars into the loading areas and shortens the dismissal time.
- Do not use dismissal time for a conversation with your child’s teacher. They must be helping to coordinate a safe dismissal at this time.

We appreciate everyone’s cooperation in making our carpool as safe and as efficient as possible. All questions should be directed to Dr. Stephen Fry, Mrs. Angie Tomayko, or front office staff.