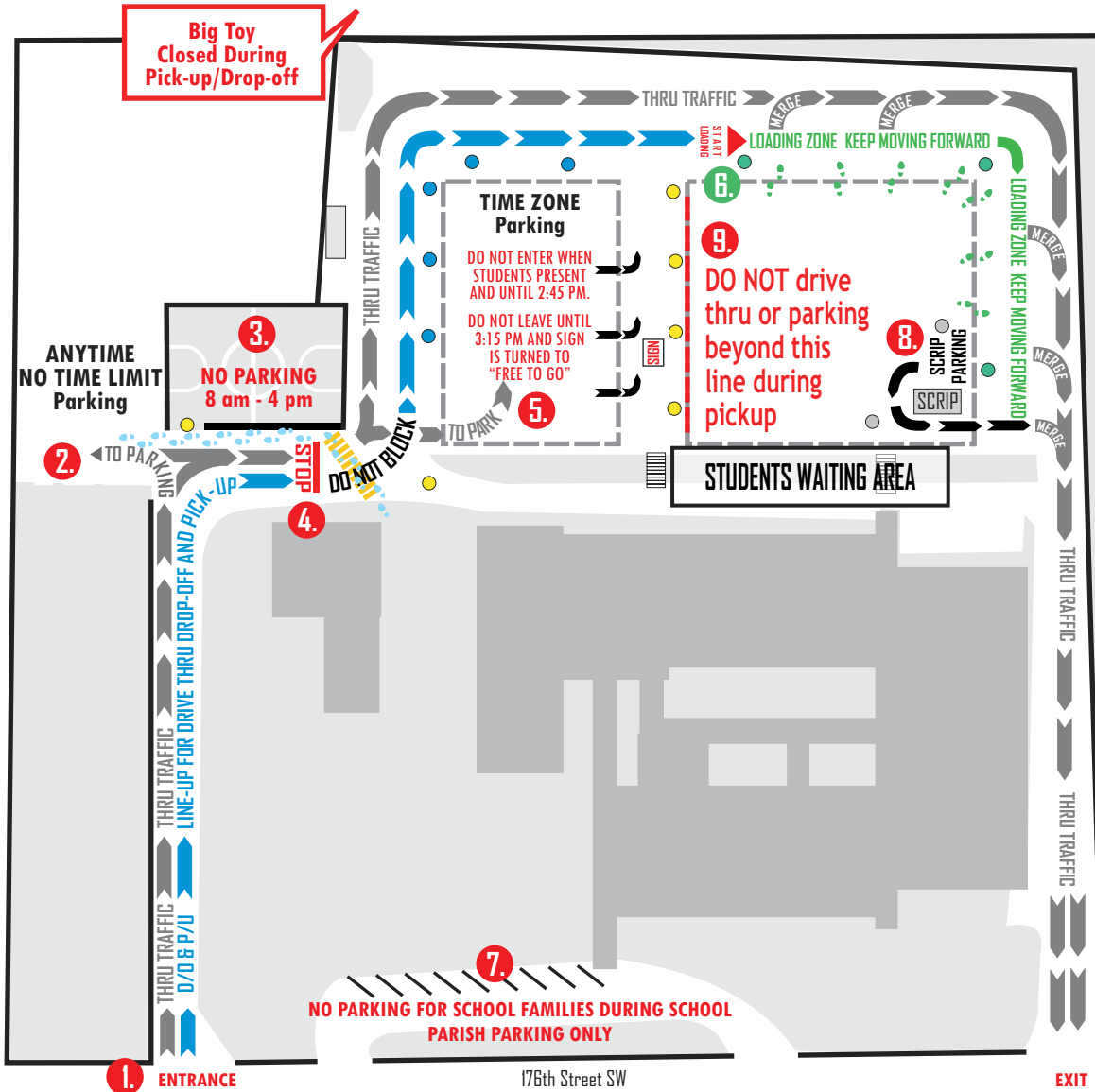


# General Drop-Off & Pick-up Procedure

Revised: 09/01/2008

St. Thomas More Parish School Pick-up and Drop-off Procedures. "The Safety of the Children comes first." Give a copy to the people who will pickup or drop-off your children. For additional copies of this diagram, please obtain from the office or print from website [www.stms.org](http://www.stms.org). Any comments or suggestions, please forward to the School Commission or Safety Committee c/o stms@stms.org.



- 1. DO NOT BLOCK 176<sup>TH</sup> ST.**  
If traffic begins to back up onto 176th St., DRIVE THRU P/U cars must use THRU TRAFFIC lane and merge back into P/U Line at the Cross Walk.
  - 2. ANYTIME-NO TIME LIMIT PARKING**  
To make more parking spaces, please DO NOT block the path to allow cars to park in the back area.
  - 3. NO PARKING BETWEEN 8 AM AND 4 PM.**
  - 4. YIELD FOR MERGING CARS AND DO NOT BLOCK.**  
DO NOT block turning area.  
Yield for pedestrian, and cars going into the D/O & P/U parking.  
Please let cars in THRU TRAFFIC lane to merge back into the D/O & P/U lane.  
All children walking to the long term parking must be supervised by adults.
  - 5. DO NOT ENTER WHEN STUDENTS PRESENT & UNTIL 2:45 PM.**  
**DO NOT LEAVE UNTIL 3:15 PM & UNTIL "FREE TO GO" SIGN IS POSTED.**  
DO NOT enter when students are present and/or until 2:45 pm.  
Cars are NOT allowed to leave TIME ZONE lot until 15 minutes after the bell rang, and until sign indicates "FREE TO GO".  
MON Thru FRI: 8:40 AM and 3:15 PM  
To Exit, please Pull Forward and DO NOT Backup  
DO NOT let small children in the parking area without adult supervision.
  - 6. DO NOT BEGIN LOADING UNTIL THE LOADING ZONE START POINT.**  
Load children in the LOADING Zone only. Maintain flow of traffic, keep pulling forward to help squeeze more cars in and avoid back-up on 176th.  
Tips for a safe and smooth pickup:  
Please instruct your car pool children to wait for everyone, and load them all at the same time.
  - 7. DO NOT PARK AND DROP-OFF OR PICK-UP IN THE FRONT.**  
DO NOT park to pick-up and drop-off in the front of the church. NO parking for school families during school hours. Parking for Parish only.
  - 8. SCRIP PARKING NOT FOR PU & D/O**  
The SCRIP parking and drive-thru is strictly for scrip purchasing only.
  - 9. STUDENTS WAITING AREA DO NOT Drive thru and NO Parking Anytime in this area.**  
RAINY DAYS  
For rainy days, please follow the regular P/U and D/O procedures on this diagram.  
Note: Please make sure students are equipped with rain gear.  
SNOW DAYS (Adverse Weather Conditions)  
In the event of snowy or icy condition days, P/U and D/O procedures may be revised. Notice will be posted on the day. Please follow revision signs and directions when posted.
- 😊 Smile or wave to the patrol volunteers to show your appreciation for their good work.

# Preschool Drop-Off & Pick-up Procedure

Revised: 10/13/2008

St. Thomas More Parish School Pick-up and Drop-off Procedures. "The Safety of the Children comes first." Give a copy to the people who will pickup or drop-off your children. For additional copies of this diagram, please obtain from the office or print from website [www.stms.org](http://www.stms.org). Any comments or suggestions, please forward to the School Commission or Safety Committee c/o [stms@stms.org](mailto:stms@stms.org).

## RAINY DAYS:

For all rainy days, please follow the regular P/U and D/O procedure on this diagram.

Note: Please make sure students are equipped with rain gear.

## SNOW DAYS (Adverse Weather Conditions):

In the event of snowy or icy condition days, P/U and D/O procedures may be revised. Notice will be posted on the day. Please follow revision signs and directions when posted.

