

HOLY FAMILY CARPOOL PROCEDURES

Morning Drop-off & Afternoon Pick-up Procedures (See map below)

Go **east** on Oak Street and turn **left** into the Pastoral Center driveway. (No right hand turn is permissible from Oak into the lot.) Follow cones and form one lane of traffic. Parent safety members will be on hand to assist students out of their cars in the morning. **Children should not exit the car until a parent safety member has escorted them out of their car.** Vehicles then exit back onto Oak Street and all cars **MUST** make a **right** hand turn out of the parking lot. This applies to both morning drop-off and afternoon pick-up.

Drop off begins no earlier than 7:30 a.m. and adult supervision MUST be present. Never drop-off or leave your child unattended on or around the school campus including the Eden Center/St. Joseph's Center Parking Lot. Students should always be escorted safely onto campus by an adult.

DO NOT PARK ON RAMONA AVE.

Students are expected to be in their classrooms, unpacked and ready to go **NO LATER** than 8:00 a.m. **Students who arrive after the 8:00 a.m. tardy bell (even if their car in is on the school property,) will be marked tardy. Students in all grade levels will be given a 45-minute detention to be served before school when they receive their 4th tardy per quarter. (Each subsequent tardy will equal a new detention.) Please know that excessive tardies WILL have a negative effect on a student's grade in class.**

For afternoon pick-up, the lot will open at 2:55 p.m. Cars may **NOT** line up prior to 2:50 p.m., as they block parking spaces to the Pastoral Center. As you wait to enter the parking lot, **please hug the curb** so the street remains free for neighborhood traffic.

Parents must walk onto campus before children will be released as walkers.

Do

- Park in designated parking spots only.
- Always walk onto campus for pick-up/drop-off.
- Be courteous to neighbors.
- Be courteous to those assisting with carpool.
- Display ALL carpool names in vehicle's window.
- Remove ALL carpool names when all are present.

Do Not

- Do not park in red.
- Do not double park.
- Never drop kids in middle of street.
- Never walk through parking lot during carpool.
- Do not park in front of school driveway.
- Do not block neighbors' driveways.
- **DO NOT USE CELL PHONES IN CARPOOL.**

