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**ST. FRANCIS BORGIA**  
CATHOLIC SCHOOL

**DROP- OFF POLICY**

To maintain a secure environment during morning drop- off, there will be no access to the gym for “walk in” drop offs. Beginning on August 21, 2019 the following student drop off procedure will become effective:

**DROP OFF TIME: 7:15-7:45.** After 7:45 students are to be brought to the main school entrance (the office) to check in for a tardy slip. After checking in they will report to the gym to meet up with their class for morning announcements and prayer.

**FAMILIES WITH ONLY A PRESCHOOLER** should use the back parking lot, entering from 2nd St., and enter the drop off line. There will be a staff member present to meet students with their parents at the preschool entrance. The teacher will take students to their classroom. Cars should exit onto Third St.

**FAMILIES WITH STUDENTS IN PK - GR. 8 & PRESCHOOLERS WITH OLDER SIBLINGS** will pull into the drop off line on Cedar St. between Second St. and Third St. The drop off lane is the closest to the school building. Students should exit cars on the sidewalk side only. Students should walk using the sidewalk to the gym entrance. Staff members will be on duty during drop off time.

**PARENTS WHO WISH TO WALK THEIR CHILDREN** may walk them to the front entrance near the gym. From there a staff member will see that they are escorted to the gym. Parents walking their children to the gym entrance should park using the lot behind Notre Dame Hall or on the street other than Cedar, between Second St. and Third St. **Please do not leave your car in the drop off lane to walk students to the door.** This creates a backup causing students to be tardy and parents to be late.

**PARENTS MAY WALK STUDENTS INTO THE GYM  
AUGUST 15 - AUGUST 20**

## **PICK- UP POLICY**

**Students will only be released to those who are on their**

**FACTS SIS permission to pick up list.**

**Please keep this list up to date.**

**To maintain a secure environment at dismissal, students will only be dismissed to cars that are in the designated pick-up lines. There will be no access to the gym for “walk in” pick up.** Students who need to be dismissed before the 3:05 dismissal will be waiting in the office to be picked up. Parents should notify the office, by phone call, email, or a note, of an early pick up. Early dismissals will be reflected on the student's attendance. All Students, PK - 8 and Preschoolers with older siblings, will be dismissed from the gym each day.

- **Families with only a Preschooler** should use the **back parking** lot, by getting into that car line. Please have your pick-up card ready. Students will be called as you pull up and brought to your car by a teacher.
- **Families with students in grades PreK- 3 and Preschoolers with older siblings** will use the **back parking lot behind the grade school building**. Preschoolers who have older siblings will be brought to the gym by an adult to wait with their other family members. Parents must use the pickup lane, remain in their cars and wait there (in or next to the car) for their student’s arrival. Please pull up bumper-to-bumper in order to allow for as many cars as possible to enter the line. Have your pickup card ready to be collected by the staff member on duty. This will help to keep the line moving. When your family is safely seated please exit the parking lot using the Third St exit. Please have the “permission to pick up” list on ParentsWeb up to date. Students will not be released to anyone not on the list. Exceptions will be made for an unexpected emergency. In this case, parents should then call the school office to alert staff to the name of the person picking up their child/ren. That person will be asked for an ID.
- **Families with only students in grades 4-8** are to use the **pick-up lane on Cedar St.** between Second St. and Third St. The pick-up lane is the lane closest to the school building. Have your pickup card ready to be collected by the staff member on duty. This will help to keep the line moving. Please pull up bumper-to-bumper in order to allow for as many cars as possible to enter the line. Please have the “permission to pick up” list on ParentsWeb up to date. Students will not be released to anyone not on the list. Exceptions will be made for an unexpected emergency. In this case, parents should then call the school office to alert staff to the name of the person picking up their child/ren. That person will be asked for an ID.
- **Walkers** will be dismissed at 3:15. A signed note must be on file at the office stating that your children have permission to walk home. If a student is to walk on an infrequent basis a signed note must be sent in each time. A “Hold Harmless Agreement” is also required for students on the walker list.