

ST. LAURENCE CATHOLIC CHURCH
RELIGIOUS EDUCATION
AVE MARIA CENTER ('AMC')

ARRIVAL AND DISMISSAL POLICIES

THE SAFETY OF THE CHILDREN IS OUR FIRST CONCERN. THESE RULES WILL BE **STRICTLY ENFORCED!**

Elementary (K-5) CCE Arrival

ALL traffic is encouraged to enter and exit the Ave Maria Center parking lot via Austin Parkway. Traffic may enter through Sweetwater Blvd. except during the carpool times for Wednesday night EDGE. The **Colony Park Drive is an EXIT only and not an entrance to the AMC.**

IMPORTANT NOTE:

There will be **NO parking lot drop-off for Elementary CCE.**

When arriving for CCE, ALL parents are expected to **park their vehicles in the lot and walk their child(ren) safely into the Marian Hall of the AMC.**

Parents must remain with their child(ren) and supervise them until their catechist(s) arrives. Kindergarten students must be signed in with their catechist. The building can only be entered through the main front door under the covered entrance. For grades K-5, once in the *Marian Hall*, your child will need to assemble in their designated line until the session begins. After our opening prayer time, your child's catechist will then lead the children to their classroom for their lessons.

Elementary (K-5) CCE Dismissal

At the end of each CCE session, you will need to **proceed to your child's classroom in the AMC for pick up. YOU WILL HAVE TO SIGN OUT your child from his/her classroom.** Therefore, after class **NO child(ren) will be allowed to meet their parent outside in the parking lot.** The catechists will not release a child except in the classroom to a parent, guardian, or another designated adult. Then, you can exit the AMC through the main **doors under the covered entrance. Note that all other doors are emergency exits with alarms which will sound.**

Any special circumstances regarding pick-up (such as carpool arrangements with other designated adults) need to be provided beforehand IN WRITING to either the Elementary staff or to your child's catechist.

Sunday Preschool CCE Arrival/Dismissal

ALL Sunday preschool parents will BOTH drop off and pick up their child in their assigned classroom in the AMC on Sunday mornings. **Children can only be released to their parents. Any exceptions must be communicated to the catechists in writing beforehand.** Then, you can exit the AMC through the main **doors under the covered entrance. Note that all other doors are emergency exits with alarms which will sound at the AMC Reception desk.**