

Arrival/Dismissal Procedures

2023 –2024

The 2023-2024 Arrival and Dismissal Plan of Saint Andrew Catholic School takes the safety of all students and faculty into consideration. **Hi-lighted information below has either been revised or is a reminder.**

All Traditional & Montessori PK and Kindergarten students and their siblings will use the new Early Childhood Center (ECC) entrance/exit for Arrival and Dismissal. All 1st – 8th grade students with no siblings in Traditional & Montessori PK or Kindergarten will use the front of the school for Arrival and Dismissal.

Arrival (7:30am-7:48am)

- **Early Childhood Center (ECC) - BLUE LINE:** All Traditional and Montessori PK and Kindergarten, plus their siblings; **The Gate to the Early Childhood Center drive will not open until 7:25AM each morning.**
- **Front of School – RED LINE:** 1st-8th Grade students, with no Traditional or Montessori PK or Kindergarten siblings

Dismissal (3:20pm – 3:40pm)

- **Early Childhood Center – BLUE LINE (All Traditional and Montessori PK and Kindergarten students, plus their siblings); The Gate to the Early Childhood Center will not open until 3:10PM each afternoon (11:45AM on Early Dismissal days).**
 - PK & Kindergarten students already in the ECC will stay in their classrooms
 - Traditional Kindergarten – after prayer, walk to ECC Specials room for dismissal
 - Siblings of Montessori & Traditional PK and Kindergarten students will walk to ECC and sit in the common area
- **Front of School – RED LINE**
 - All 1st – 8th grade students with no PK or Kindergarten siblings. Students will proceed to the Front Office area for dismissal as their names appear on the monitors in their classrooms
 - All Aftercare students will be sent to aftercare at the end of dismissal

Directions for Blue Line (ECC) Arrival & Dismissal

- The Early Childhood Center entrance/exit can be found on the east side of campus on Dryden Road. We ask that those using this location for arrival and dismissal enter from Suffolk, then turn onto Winfield. From Winfield take a left onto Dryden, then a right into the drop-off location.
- **Reminder, only access the carline by turning off Granbury ONLY onto Suffolk (not onto Brady) then to Winfield. Do NOT turn off Granbury onto Dryden or Brady. Cars doing so will not be permitted in the carline and will be directed to go around the block and access the carline per the instructions.**
- **Students will be dropped off and picked up from the ECC circle. Drivers will proceed out of the drive and will be permitted to turn right OR left on Dryden Rd. **Please use caution and pay attention to school personnel attempting to direct traffic.****
- **PARENTS/GUARDIANS ARE NOT TO GET OUT OF THEIR CAR OR MOVE FROM THE DRIVER'S SEAT TO BUCKLE STUDENTS IN CAR SEATS. PARENTS MUST REMAIN SEATED IN THEIR CAR WHILE IN THE CARLINE.**

- During dismissal, if your student(s) is not outside the ECC and in line when you pull to the loading area (under the portico) you will be directed to exit the ECC drive, turn right onto Dryden, and wait in the St. Christopher Waiting Zone by the COLORED cones right in front of the ECC. Your student(s) will be escorted to your car by school personnel.
- **All students in your car should be dropped off and picked-up at the ECC if this is your assigned drop-off and pick-up location. Do NOT drop a PK or Kindergarten student in the ECC line, then exit the drive on Dryden and pull in front of the school to drop-off older students.** Doing this impedes the flow of the Red Line (front) and creates a safety concern. For example, if you have a PK student and a 6th Grade student, drop BOTH students at the ECC in the Blue Line. The 6th Grade student will walk through the ECC to their homeroom.

Directions for Red Line (Front of School) Arrival & Dismissal

- **All 1st – 8th grade students with no siblings in Traditional & Montessori PK and Kindergarten will use the front of the school (Red Line) for Arrival and Dismissal.**
- Parent/guardians using the front carline must take Carolyn Road (from Granbury) and turn east on Dryden Road. Enter the Saint Andrew parking lot across from the church. Lanes will be filled as you enter the parking lot, then dismissed to the drop off/pick up zone in front of the school. Again, all cars should turn onto Dryden Rd. from Carolyn Dr., NOT from Stadium.
- **Cars traveling on Stadium are NOT permitted to turn right or left onto Dryden to get into the front carline. Parents/guardians attempting to do so will be instructed by school personnel or the School Resource Officer to go around the block to access Carolyn Dr. and get in the carline on Dryden.**
- After dropping your student off in front of the school, cars are only permitted to turn **Right on Stadium – NOT Left.** Cars needing to head toward Granbury Rd. should continue west on Dryden and turn Left on any cross street west of Stadium.

Both the Red and Blue lines close at 7:48AM (arrival) and 3:45PM (dismissal). After these times, parents must drop-off and pick-up at the Front Office and must sign their students in or out.

Please be mindful not to block private driveways and other entrances/driveways (i.e. McLean parking lot).

Indoor Dismissal: If we need to call an Indoor Dismissal (i.e. excessive heat; emergencies, etc.), a parent alert will be sent to parent phone numbers and pick-up contact lists that are listed in RenWeb/FACTS. In the event of an Indoor Dismissal, all parents/guardians picking up students must park and come into the school to pick-up their student(s) from their homeroom(s). Parents/guardians must present their QR code card at either the Front Office entrance or the Commons entrance before proceeding to their students' homeroom. Those without a QR code card must present valid ID at the Front Office only before proceeding to their students' homeroom. **Do not park in any fire lanes on either the school or church campuses.**

Rainy Day Dismissal: If we need to call a Rainy-Day dismissal a parent text alert will be sent to parent phone numbers and pick-up contact lists that are listed in RenWeb/FACTS. **Do not park in any fire lanes on either the school or church campuses.** Please familiarize yourselves with the following procedures that must be followed for the safety of our students and school community during Rainy Day Dismissals:

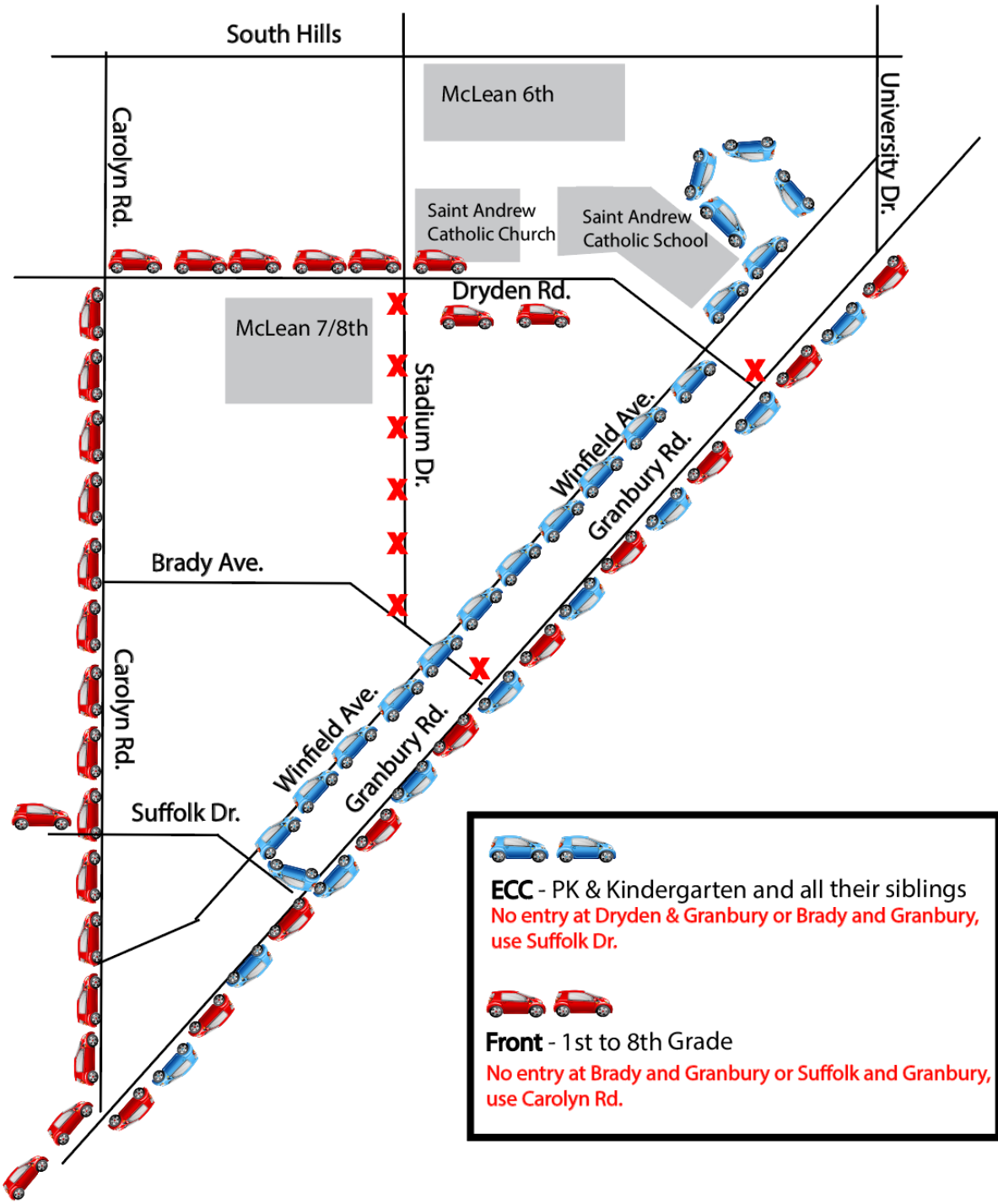
Early Childhood Center (Blue Line):


- The covered drive/portico at the ECC will allow us on most rainy days to run the Blue Line as normal. Therefore, all PK and Kindergarten Traditional and Montessori students and their siblings who normally arrive and dismiss utilizing the BLUE Line will do so on rainy days unless the weather becomes so severe that we need to make other plans. If that happens, we will communicate the change via a Parent Alert through RenWeb/FACTS.


1st – 8th Grade (Red Line):

- Park in the parking lot on Dryden Rd. across the street from the school near the baseball/soccer field. Do NOT park behind the Parish Hall where the clergy park and DO NOT park in any fire lanes.
- Parents/Guardians will **not** be permitted inside the lobby of the school before the 3:20PM (12:00PM) dismissal time.
- Parents/Guardians are asked **NOT** to congregate on the front steps before the 3:20PM (12:00PM) dismissal time.
- If you plan to pick your child up early (i.e. doctor's appointment, etc.) you must do so before 2:30PM (11:30AM on early dismissal days). After 2:30PM (11:30AM), parents will need to wait until dismissal at 3:20PM (12:00PM).
- Parents/Guardians **MUST** enter and exit the building from the front office or the front Commons doors **ONLY**. **Do not exit the building or grounds from any other exit or gate.**
- **Parents/Guardians picking up their students MUST present their QR Code to faculty/staff members stationed at the front doors of either the front office or Commons. Trying to enter the building without a QR Code will delay picking up your student(s). If you do not have a QR Code, the person picking up your student up MUST present their Driver's License or State ID at the front office desk and receive a visitor badge before proceeding to their student's classroom.**
- We ask that only 1 adult enter the building to pick-up their student(s). Of course, younger siblings may enter with that one adult.

Please be sure you share this dismissal information with your pick-up contacts. If you have any questions, please call the front office.

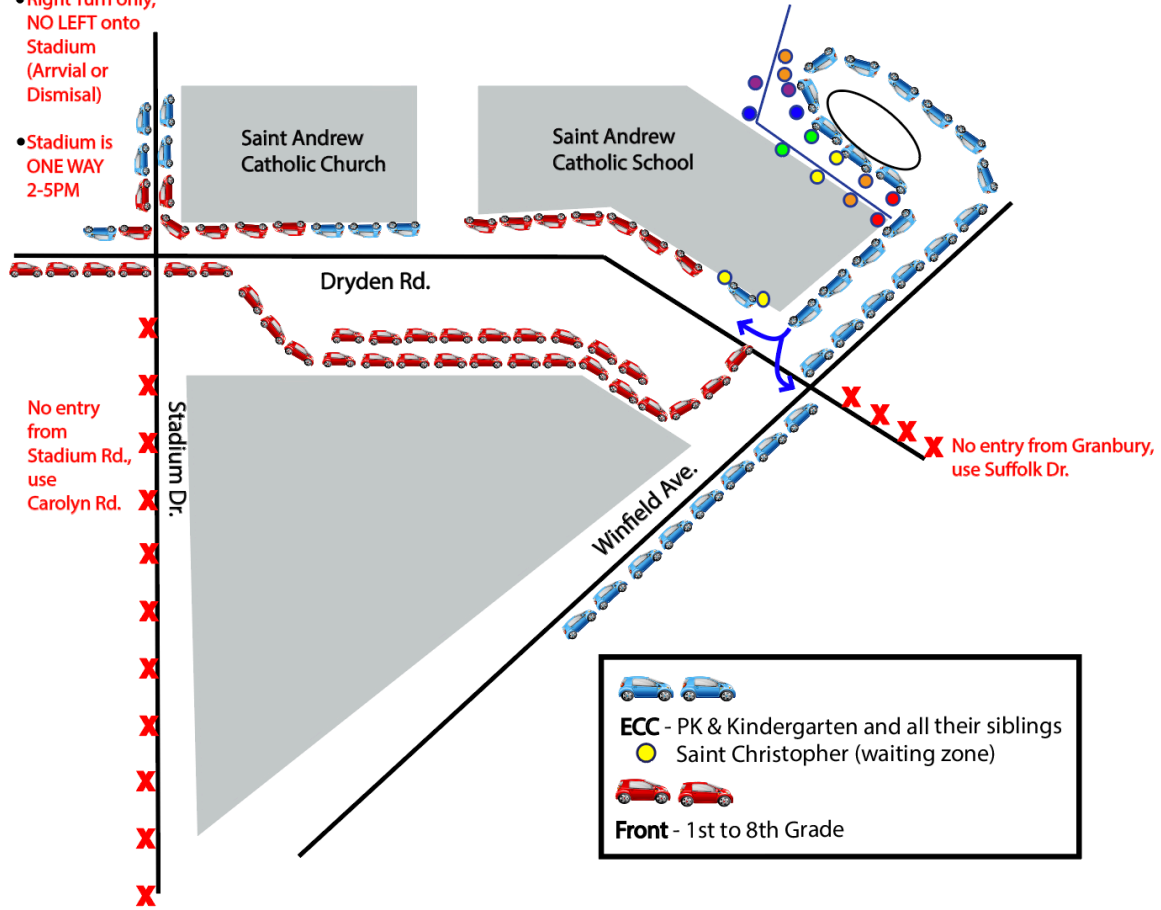


 **ECC** - PK & Kindergarten and all their siblings
 No entry at Dryden & Granbury or Brady and Granbury, use Suffolk Dr.

 **Front** - 1st to 8th Grade
 No entry at Brady and Granbury or Suffolk and Granbury, use Carolyn Rd.




NOTE:

- Right Turn only,
NO LEFT onto
Stadium
(Arrival or
Dismissal)
- Stadium is
ONE WAY
2-5PM



No entry
from
Stadium Rd.,
use
Carolyn Rd.

No entry from Granbury,
use Suffolk Dr.


ECC - PK & Kindergarten and all their siblings
 Saint Christopher (waiting zone)

Front - 1st to 8th Grade