



Arrival/Dismissal Procedures

Arrival Procedures

1. To maintain the safety and security of St. Pascal Baylon School, all doors will remain locked unless indicated otherwise, and the following procedures will be followed.
2. The playground is supervised from 9:00-9:15 AM. Students must not be left unattended prior to 9:00 AM. A fee-based Before School Care (K-4) and a non-fee Study Hall (5-8) are available for those students who need to be dropped off before 9:00 AM. Fee schedule and registration information are available in the school office.
3. At 9:15 AM, all students enter building through Breezeway door (#5).
4. Before School Care students enter at the Breezeway door (#5) starting at 6:30 AM. Between 8:00 & 9:00 AM the main Conway Street entrance (door #2) is also available for Before School Care arrivals.
5. Grade 5-8 Study Hall and other scheduled before-school activities enter at the main Conway Street door (#2), and sign in at the Welcome Desk.
6. In case of inclement weather (rain, below zero temperature or wind-chill), the staff will direct students to the Old Church.
7. In case of a funeral, the playground will be sectioned off with cones. The north side (3rd Street) will be for students and the south side will be for the people attending the funeral. ***There will be no ball playing on these days.*** To show respect for grieving families, Mrs. Jennrich and Fr. Mike request that everyone, students and adults, stand still and silently when the casket is being moved from the hearse to the building.
8. Preschool starts earlier than school. Parents should enter using Door #5 between 8:45-9:00 AM to meet the preschool teachers who will walk the little ones to the room. Late preschoolers & parents must enter building at the main Conway St. door (#2) and sign in at the Welcome Desk.

Dismissal Procedures

1. Cars enter the parking lot from the Flandrau Street entrances. ***Please do NOT park near the 3rd Street fence.*** This is where the bus riders will walk to get to their bus.
2. All exits will be closed by 3:45 PM and remain closed until all children are safely on the buses or in their waiting cars.
3. Teacher with dismissal duty at the Flandrau Street nearest to 3rd Street driveway apron will lead the bus children from school to the parking lot.
4. Bus and car riders are to go directly to their vehicle.
5. When all children are in the waiting cars and buses, the "STOP" signs will be lowered and the supervisors will direct the cars to the exits.
6. If parents are not on the lot by 3:45 PM, their child will wait on the sidewalk with supervisors. If children are not picked up by 4:00 PM, we will attempt to contact the parent/guardian.
7. Any children not picked up by 4:00 PM will be sent to After School Care (Extended Day, Door 5), and the appropriate fee (\$4.50 per portion of an hour) will be applied.

Procedures for Circle Drive on Conway Street

- NO PARKING IN THE CIRCLE AT ANY TIME. If you plan to leave your car at any point, for even the shortest amount of time, you MUST park in the parking lot or on the street. The flow of traffic through the drop-off circle must remain clear at all times.
- NO BACKING UP IN THE CIRCLE AT ANY TIME. Children, especially the younger ones, can be easily hidden in the cars blind spots.
- NO PARKING IN HANDICAPPED SPOTS WITHOUT PROPER TAGS. It is illegal to stop or park for any amount of time in the handicapped spaces.