

St. Francis Xavier School

DISMISSAL RULES

The only location for drop off and pick up is along Betz Place. Volunteers will be available to help your children into the school. Please refrain from parking anywhere in the neighborhood, getting out of your car and walking to pick up your child. Your child is being monitored by teachers for the safety of each one. If everyone follows the rules listed below, there should be a safe, trouble-free, neighborhood-friendly, and Christian way of picking up students at dismissal.

Parents must remember that, when dropping off or picking up their child at school, they are representatives & public relations figures for the entire SFX community. Inconsiderate, inappropriate, or un-Christian behavior to our neighbors is **not** acceptable. Please refrain from blocking driveways or parking in inappropriate areas. Thank you for your total cooperation!

Parents with more than one child in the school should instruct their children of the procedure for pick up. The older child(ren) must go to the location of the youngest sibling for pick up. This will eliminate the need for multiple stops or going around the corner to pick up older students. A parent with older children and a child in PK or K should wait until after 3:00PM to get into the pick up line, so that they will have to make only one stop.

Fr. T has asked that we not use the church parking lots for drop off and dismissal.

PK 3, 4, & K Dismissal: 2:45-3:00 PM. **Cafeteria Driveway** (between the cafeteria & the church) **Do not arrive** earlier than 2:45, as the students will not be there for pick up. Parents with a child in grades 1-8, should not get in the pick up line until after 3:05 PM (see above), at which time the older sibling will come to this location to join the younger sibling and be ready for pick up.

Grades 1 & 2 Dismissal: 3:00-3:15 PM. **Cafeteria Driveway** (between the cafeteria & the church) **Do not arrive earlier** than 3:00PM, as the students will not be there for pick up. Parents with a child in an upper grade who is joining up with a PK or K sibling should **not arrive at school before 3:05**, as it takes time for students to move to the designated pick up areas.

Grades 3 & 4 Dismissal: 3:00-3:15 PM. **Main Entrance of School.** **Do not arrive earlier** than 3:00 PM, as the students will not be in this location for pick up. See above for instructions if you have a child in any lower grades. Do not park & wait on Betz Place or any neighboring streets.

Grade 5 Dismissal: 3:00-3:15 PM. **Fire Escape (gate at the gym side of the building).** **Do not arrive earlier** than 3:00 PM, as the students will not be there for pick up. See above for instructions if you have a child in any lower grades.

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Grades 6 – 7 Dismissal: 3:00-3:15 PM. **Gym Entrance.** **Do not arrive earlier** than 3:00 PM. See above for instructions if you have a child in any lower grades.

Do's and Don'ts for Parents at Pickup Time

DO ARRIVE at the scheduled time of dismissal.

DO INSTRUCT your children about where they are supposed to be for afternoon pick up.

DO LET them know that they are supposed to be at the location when you arrive at school.

DO MAKE a sign with your child(ren)'s name to show to the teachers on duty in order to facilitate the dismissal procedure.

DO MAKE a conscientious effort to follow the school rules and regulations about the dismissal procedures.

DO REALIZE that what you do and say to our neighbors and the parents and teachers who are assisting your child getting safely in and out of your vehicle is a reflection on the entire school community. Please refrain from any inconsiderate or inappropriate remarks.

DO NOT PARK on any neighbor's grass, in driveways, or block any of the streets in the vicinity of school.

DO NOT STOP anywhere along Metairie Road or in the Church parking lot to "drop-off" or "pick up" students!

DO NOT DROP OFF students at the apartment complex across the street on Metairie Road. Please note that there is NO PARKING at the Metairie Office Tower Building across the street, Monday-Saturday.

Thank you for your compliance to the above dismissal regulations. We have spent many hours devising this plan, which we hope will end some of the difficulties of dismissing children... safely, courteously, neighborly, and in a totally Christian manner that is indicative of the values this school strives to teach to its students and its parents.

Blessings and Peace in Christ,

Barbara M. Martin
Principal