

SETON CATHOLIC SCHOOL ARRIVAL & DISMISSAL POLICY (K-6)

- The map will show you where to **enter the school from Rhinecliff Drive closest to the church.**
- Please do not jump into line from Imperial Drive. If you find yourself on Imperial Drive, please drive through the intersection and turn left on Varinna Drive. It will take you back to Rhinecliff where you can turn left and join the line-up.
- There will be staff in the parking lot to assist your child to where they need to go or if they need a little extra help getting there in the beginning of the year.

When dropping off: (Flashers on)

- Please stay in your car.
- Be sure your child has and all their daily supplies ready; backpack, lunch, homework, etc...
- Say goodbye in the car, if extra time is needed please park in a spot in the lot.
- Our staff will guide them and make sure they get to their classroom.

When picking up: (Flashers on)

- Please follow the same map directions as above.
- Place your child's last name in large letters on a piece of paper in the car window on the passenger side.
- Cars will enter from Rhinecliff Drive closest to the church.
- Cars will form a line in the parking lot and exit via **Varinna Drive.**
- We will call 5-6 families at a time.

Any child not picked up by 2:30pm will be sent to Extended Care, as per the Parent/Student Handbook, where parents will need to sign them out and billing will be sent from Our Lady of Lourdes offices.

When there is a change in the usual pick-up procedure:

- If your child(ren) is usually a busser but will be picked up or vice/versa
- If child(ren) will be picked up by someone other than the parents who are not on the registration form as designated individuals to release your child to
- If your child(ren) will be dismissed before the end of school

An e-mail or note must be sent to the main office (setondcs@dor.org) or a phone call placed (585 473-6604) before 2:00 PM on that day.

If a problem occurs at the last minute and a non-designated person is picking up your child, a phone call must be placed to the main office with the information. Email will not be checked after 2:00 PM until dismissal is complete.

If someone new is picking up your child, please be sure that the designated person has a picture ID.

Thank you!

Any school age children who are being picked up with their preschool siblings will be released to preschool for dismissal and will exit the building via the playground doors.