

SETON CATHOLIC SCHOOL ARRIVAL & DISMISSAL POLICY (Kindergarten – 6th Grade)

- The map on back illustrates 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.
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When dropping off: (Flashers on)

- Please stay in your car. **DO NOT EXIT YOUR CAR**
- Be sure your child has all their daily supplies ready; backpack, lunch, homework, etc.... Students must be prepared and ready to exit the vehicle in a safe and prompt manner.
- 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. **DO NOT EXIT YOUR CAR**
- Cars will enter from Rhinecliff Drive closest to the church.
- Cars will form a line in the parking lot and exit via **Varinna Drive.**
- PickUp Patrol zip-lane will be used to dismiss students.

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.

Change in routine pick-up?

- Use PickUp Patrol to notify the school and teacher. **Please note, the cut-off time to notify via PickUp Patrol is 1:00pm.**

We strongly discourage early pick-up between 1:00pm and dismissal unless absolutely necessary.

Emails ARE NOT checked after 1:00pm until dismissal is complete.

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.

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.
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