

## ST. MARY CATHOLIC SCHOOL TRAFFIC PROCEDURES

**Any drivers wishing to drop off students via the St. Mary parking lot must follow the procedures listed below.**

1. Entrance to the parking lot is from the west (near the rectory) and exit is to the east (by the playscape).
2. **Buses have the right of way. Yield to the buses.**
3. Students may be dropped off only in designated areas -- from the handicap area in front of Haney Hall down to the Activity Center entrance. Parents should not drop off students until a teacher is present. **To keep traffic flowing, there will be no drop off on the curve along the entrance to the school. Any orange-coned area is out of bounds for dropping off students.** Drivers should stay alert and pull forward as far as possible. Students should be ready to leave the car quickly -- only on the curbside of the car. **Do not put book bags in the trunks of cars. They present a hazard to students.**
4. Parents who are parking and coming into the building should park in the spaces closest to Sims and should escort their children to the nearest sidewalk and walk around the drop off traffic or drop off children before parking. **Avoid walking children through the cars and buses dropping off in front of the building.**
5. After dropping off students, do not pull around other cars or buses.

**Drivers picking up students in the afternoon should follow the procedures listed below.**

1. Please avoid parking in the Salvation Army parking lot. The St. Mary parking lot, Sims St., Third St., and Fourth St. are open for parking.
2. Enter the parking lot through the west entrance and depart through the east exit. **Yield to the buses. Cars are not to pull out in front of buses trying to exit the parking lot.**
3. **The lane closest to the buildings is the bus-loading zone. You must not attempt to pull through there once buses have arrived.**
4. **If you are in the parking lot, your car must be in a parking space. Cars are not to be parked along the curb. Do not create your own parking spaces. Handicap spots are for handicapped students/drivers only. Do not block exits or sidewalks; students need to be able to exit the building quickly.**
5. **Children are to be escorted to cars by an adult.** Please do not stand in the parking lot and call children to you or walk them between the buses. Make sure the children are close enough to you for supervision around the moving traffic. Use the sidewalks as much as possible.
6. **When walking off school grounds, children may cross the street only at corners -- even when accompanied by an adult.**

**Please make sure all drivers picking up or dropping off your children are aware of these procedures.**