

St. Thomas the Apostle School Drop Off Procedures

Students will be dropped off at 3 different entrances based on their last name. Please see the attached diagram of our parking lot, and follow the traffic pattern indicated. The doors will open at 7:30 AM. Any student who appears unwell to the staff member on duty at the door will be screened by the nurse before they are allowed to proceed to their classrooms. Any siblings of this student will be screened as well.

- Parents SHOULD NOT LEAVE the property until their children have been cleared to enter.
- Students who take a bus and have a fever of 100* F or higher will be brought to the Nurse's Office (as well as any siblings) and the parent/guardian will be contacted to come and pick the child(ren) up immediately.

Other information:

- PLEASE stay in your car when you drop your child off in order to maintain social distancing and safety.
- The speed limit in the parking lot is 15 mph!
- You MAY NOT park in illegal spots or in the fire lanes. Also, you may only park in handicapped spaces if you have the proper identification to use said spaces.
- We ask that you maintain social distancing at all times during drop off, and ALL parents/guardians and students must wear a mask at all times while they are on school property.
- Parents MAY NOT enter the building.

Entry locations are as follows:

Door 1 (Main School Entrance)

- This door will be used for bus drop offs only.
- Any student (in any grade) who arrives at 7:45 AM or later must enter through this door.

Door 11 (After Care door)

- All Kindergarten students and their siblings
- Pre-K 3 & 4 students who have older siblings arrive at 7:30. (All others please see below)
- Students with last names beginning with A – K

Door 2 (Before Care door)

- Students with last names beginning with L – Z

****Doors 2 and 11 will be closed promptly at 7:45 AM. Any student who arrives after the doors are closed must enter through the Main Entrance and get a late pass.***

St. Thomas the Apostle School Pick Up Procedures

We will be using a staggered dismissal procedure to accommodate social distancing. The students will be released alphabetically through the same doors they used to enter the building.

Important Reminders:

- We ask that you maintain social distancing at all times during drop off, and ALL parents/guardians and students must wear a mask at all times while they are on school property.

- Once your student(s) has exited the building, please proceed directly to your car and leave the parking lot immediately to allow for the rest of the students to leave safely. Please do not congregate in the parking lot.
- The speed limit in the parking lot is 15 mph!
- You MAY NOT park in illegal spots or in the fire lanes. Also, you may only park in handicapped spaces if you have the proper identification to use said spaces.
- Parents MAY NOT enter the building.

Dismissal schedule and locations are as follows:

Door 1 (Main Entrance)

- Dismissal for bus students ONLY

Door 11 (After Care door)

- 1:45 PM: Pre-K 3 and Pre-K 4 (12:00 on early dismissal days)
- Starting at approximately 2:00 PM: Kindergarten and all Pre-K & Kdg. Siblings (all last names)
- Gr. 1-8 Last names beginning with A – B
- Gr. 1-8 Last names beginning with C – D
- Gr. 1-8 Last names beginning with E – F
- Gr. 1-8 Last names beginning with G – I
- Gr. 1-8 Last names beginning with J – K

Door 2 (Before Care door)

- Starting at approximately 2:05 PM: Gr. 1-8 Last names beginning with L
- Gr. 1-8 Last names beginning with M
- Gr. 1-8 Last names beginning with N – R
- Gr. 1-8 Last names beginning with S
- Gr. 1-8 Last names beginning with T - Z