

## ARRIVAL

The school day begins with the 8:00 a.m. bell. Since full supervision is not provided until 7:30 a.m., we request that students not arrive prior to that time. Car riders and walkers may not arrive prior to 7:30 a.m. when the front doors unlock. (Exceptions to this rule: students who arrive on early buses, those who participate in Tuesday morning music lessons, car riders with special permission.)

Early arrival students report to the teacher on early morning duty. She will be stationed initially in the alcove by the back door, and then will move to the gym. Tuesday morning music students report directly to the FAL. After 7:45 a.m., all students report directly to homerooms upon arrival. At the 8 a.m. bell, school will begin, i.e., students are to be seated in their classrooms ready for the day. All students, therefore, should walk into the building no later than 7:55 a.m. Any student entering the classroom after the 8 a.m. bell will be marked late. Parents, please note: after the doors lock at 8:00 a.m., you must sign your child in at the reception window.

Buses will enter the parking lot via the Bethany Road entrance and turn right to the rear parking lot. Bus students will be discharged by the cafeteria door. Buses will exit by the Bethany Road exit.

### Car Rider Drop-off Procedure:

- Cars enter by way of the Hillcrest Road entrance.
- Cars follow the red arrows in the lanes along the ball field. Cars turn left at the end of those lanes into the “drop-off chute” along the sidewalk in front of the church and school.
- Lanes alternate. Please be alert and aware; follow the directions of the traffic controller.
- First car into the chute pulls up as far as possible (furthest spot would be the school entranceway).
- Next car pulls up right behind; next right behind that car, etc., until the “chute” is full (last car would end up along the sidewalk by the front window of the parish office).
- Students disembark from cars on the passenger side onto the sidewalk and proceed into school.
- After that line of cars discharges passengers, and proceeds along the lane by the parish house to the Hillcrest Road exit, the “drop-off chute” fills up again.

### Other considerations:

- Sometimes parents have reason to go to the school office during the a.m. arrival time. In that case, those parents should drop off their children by driving through the “chute,” and then circle back around to the parking area by way of the lane in front of the pastor’s house. (Parking and entering the building should be an exception and not a rule.)
- Rosary Group members, fitness walkers, parking lot conversationalists, etc. will need to drop off their children in the “chute,” and then proceed to the parking area by way of the lane in front of the pastor’s house. Please do not stop or stand along the lane in front of the associate priest’s house.
- If a driver is in the “chute” and discharges students more quickly than the car/cars in front, the driver will need to sit patiently for a moment—not pull around to pass cars ahead of him/her.
- Long goodbyes need to be exchanged before leaving the home because the discharge will need to be quick and efficient.
- Please drive very slowly into and through the “chute,” remaining watchful of the car in front of you.

PLEASE NOTE: The teachers on duty in the morning are NOT responsible for directing traffic. Following the above procedures is the responsibility of each and every driver. The teachers are on duty to monitor the students as they walk down the sidewalk into the building.

HELPFUL HINT FROM THE HOLMDEL PD: Keep alert and try to take note of those cars discharging in front of you. If it is obvious that those cars are just about ready to pull out, keep your children in the car so that you can pull up and avoid a large degree of empty space at the front of the chute. That will help the lines to move more efficiently.

