SAINT ANASTASIA
CATHOLIC CHURCH

5205 A1A South, St. Augustine FL 32080
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P.R.E.P. DROP OFF AND PICK UP PROCEDURES

DROP OFF:

1. The carline will go from North to South and begin in front of the double doors/main doors of the St. Enda of Aran Formation Center.

2. Once your car reaches the crosswalk near the front doors, Kathy Ralston and I will meet you. We will open the car doors for your children and mark them present.

3. The children will then be greeted and directed to their classroom.

4. **Drop-off for class will begin at 5:45 p.m. and continue to 6:05.**

5. If you are running late, please walk your child to the south door of the building.

PICK UP:

1. The carline remains the same. Create a sign for your dashboard/windshield that has your last name, the first names of your child/children with their grade level next to their first name. Please write the names as large as possible and place it on the passenger side of the dash. Example:

   SMITH
   Jenny - 2nd grade
   Johnny - 7th grade

2. When your car reaches the double doors, your child/children's name and grade will be called out using walkie-talkie radios. Each grade level teacher has a radio so that they can hear the names being called. When your child's name is called, the teacher will direct him/her to the volunteer manning the double doors.

3. Your child/children will be walked to your car and the back seat passenger door opened for your child/children.

** It may be necessary for an occasional change to pick-up, If this happens, you will be notified in advance with the directions needed for pick up on that date.