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## DROP-OFF AND PICK-UP PROCEDURES



### DROP-OFF:

1. The car line will go from North to South and begin in front of the double doors/main doors of the St. Enda of Aran Formation Center. Please be sure to follow the cones if any have been placed out in the parking lot area.
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 p.m.**
5. If you are running late, please walk your child to the south door of the building.

### PICK-UP:

#### Pick-up procedures are as follows:

1. Create a sign for your dashboard/windshield that has the last name, and 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. Be sure to follow the signs and path created by the cones. When your car reaches the building, your child/children's name and grade will be relayed to the catechist in the hall. He or she will then call your child/children's name and they will be escorted out 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.*