

StMM ARRIVAL & DISMISSAL GUIDELINES 2024.2025

IMPORTANT NOTICE! Town Side Drive and surrounding residential and commercial areas **SHOULD NEVER** be utilized to park and walk children to/from school, nor should they be used for vehicle drop-off or pick-up of students. StMM faculty and staff are not permitted to monitor students arriving from Town Side Drive, including assisting students with crossing the street or regulating traffic.

MORNING ARRIVAL PROCEDURES (7:40 - 8:05 AM)

Students must report to homeroom by 8:05 AM: Students in Grades K - 8 will be marked "Tardy" in FACTS/RenWeb if they are not in the classroom by 8:05 AM for the start of morning announcements, prayer, and pledge. Students arriving after 8:05 am, must have a parent walk them into school and sign them in through the front office.

OPTION #1: PARK AND ESCORT CHILD TO MAIN ENTRANCE

- **IF CHOOSING TO PARK AND ESCORT YOUR CHILD,**
 - **ENTER FROM TOWN SIDE DRIVE**
 - **EXIT FROM APEX BBQ ROAD**
- All PreK3-8th grade parents are permitted to park in the **front parking lot** to walk students to the front entrance of the school.
 - Use Parking Bays #1, 2, 3 or 4, noting that exits for those bays are only at the top of the lot closest to the fields. **After 7:40 AM, Bay #1 should only be used for the exit of carpool line traffic.** Please do not attempt to enter Bay #1 at any time from the top of the parking lot at any time—it is designated as one-way as marked by signage.
 - For safety reasons, PK3 - Grade 5 students must be accompanied by an adult as they walk from the parking lot to the front entrance of the school in the designated areas.
 - Grades 6 - 8 students may cross independently, following the direction and guidance of supervising staff members.



OPTION #2: WALKERS - REGISTRATION REQUIRED!

- Students who live in the **surrounding area** are permitted to walk to and from school. They must have a completed [Walker Registration Form](#) (submitted annually) in order to participate in this option.
- PK3 - Grade 5 students must be accompanied by an adult using the walkway next to the Mary Garden.

OPTION #3: CARPOOL LINE DROP-OFF

- **CARPOOL LINE**
 - **ENTER FROM APEX BBQ ROAD**
 - **EXIT FROM TOWN SIDE DRIVE**
- All PreK3 - Grade 8 families are able to use the carpool line to drop off students in the morning.
- Enter through the Apex Barbecue Road entrance at the main entrance of the church.
- Please follow the flow of traffic until you get to the carpool loop in front of the school where staff members will be present to assist students with exiting their vehicle. **The parking lot behind the Activity Building, as well as Town Side Drive, are UNAUTHORIZED drop off locations. Please refrain from using these locations as part of our carpool procedures.**
- No carpool tags are needed for morning carpool.



AFTERNOON DISMISSAL PROCEDURES

- All full-day preschool students must be picked up promptly at 2:45 PM.
- Grades K - 8 families should follow dismissal procedures for the oldest child as outlined below.

PRESCHOOL DISMISSAL TIMES - 12:15 AND 2:45 PM

All Preschool parents must park and walk up to the school entrance to pick up their children. You are permitted to take your preschool child to the playground while you wait for older siblings.

OPTION #1: CARPOOL LINE

GRADES K - 5 DISMISSAL 2:55 PM

- **Enter** through the Apex Barbecue Road entrance and follow the signs based upon grade level. **Exit** Town Side Drive.
- K-5 grade drivers make the **second right** and go through the **inside loop**.

GRADES 6 - 8 DISMISSAL 3:05 PM

- **Enter** through the Apex Barbecue Road entrance. Follow the signs based upon grade. **Exit** Town Side Drive.
- 6th-8th drivers make the **first right** and go through the **outside loop**.



As you go through your loop you will see a staff member collecting names, so please have your carpool name tag displayed in an easy to read area on the passenger side of your windshield.

OPTION #2: PARK AND PICK-UP

Preschool families must use this option for afternoon pick-up. Similar to the morning park and escort option, parents may park and walk up the front of the school to pick up their child(ren). Please be sure to make contact with the supervising teacher before taking your child from their dismissal location. **Enter Town Side Drive; exit Apex Barbeque Road.**

OPTION #3: WALKER DISMISSAL PROCEDURES: **REGISTRATION REQUIRED!**

For families who live within walking distance of the school, children are allowed to walk home. **All K-5 students must have an StMM issued Walker Tag and must be registered annually.** [Click here](#) to complete the [Walker Registration Form](#). Walkers enter & exit on the walkway beside the Mary Garden.

OPTION #4: AFTERCARE PROGRAM: **REGISTRATION REQUIRED!**

- Our Aftercare program runs from dismissal time until 6:00 PM. Families who wish to utilize this child care program need to register using [this form](#) prior to attendance. There is a non-refundable \$50 family registration fee.
 - Any full-day Preschool student who is not picked up by 2:55 pm will be signed into Aftercare.
 - Any K-8 student who is not picked up by 3:15 pm will be signed in to the Aftercare Program.
 - Aftercare pick-up (3:15pm-6:00pm) will take place in the back parking lot of the Activity Building.
- Aftercare Questions? Contact Amy Hazlett (ahazlett@stmm.net) or Kat Flanagan (kflanagan@stmm.net).**