



ARRIVAL AND DISMISSAL PROCEDURES

Trinity Catholic School



Please follow these procedures for the safety of you and your child during these two important times of the school day. If ALL parents follow the given procedures, the car lines will flow smoothly and as quickly as possible. Your patience is appreciated.

- Use car lines to pick up your children for their safety;
- Always turn right upon entering *and* leaving ALL parking lots;
- Pull all the way up to allow as many parents as possible to drop off and pick up.
- Avoid parking on side streets whenever possible;
- Do not block cross streets, driveways, or fire hydrants;
- Never walk through the car lines at arrival or dismissal times.
- Students may not walk to cars/parents not in the appropriate car line; parents must come to students.

ARRIVAL is between 7:15 a.m. and 8:00 a.m. for grades 1-8; 7:40 a.m. and 8:00 a.m. for Pre-K and Kindergarten students. No supervision will be provided before 7:15 a.m.; parents must stay with their children until supervision is provided. Parents must escort students into the office for a late pass after 8:00 a.m.

DISMISSAL is at 3:00 p.m. for grades 1-8; 2:45 p.m. for Pre-K and Kindergarten students. Any students who are not picked up by 3:15 p.m. will be brought to the front office circle by a staff member. No child is ever left unattended. Students will be placed in the after-school Beyond-the-Bell program at 3:30 p.m. if they have not been picked up from the front of the school. Parents will be responsible for BTB “drop-in fees” via FACTS or invoice.

INCLEMENT WEATHER: Please follow rainy day procedures listed for your child’s dismissal area. In the event of an electrical storm, for the safety of teachers and students, pick up will be delayed until the storm passes. This occurs very rarely!!

SIBLINGS: If you have more than one child being picked up, **all of your children will be gathered at the pick-up location of the youngest child** (excluding siblings of Kindergarten students.) Siblings of Kindergarten students who are in Pre-K3, or 1st-8th grade, are to be picked up in the carpool line (see below).

LAFAYETTE: Students who walk to Lafayette Park may not enter a vehicle for a ride without prior written parental permission given to the office. Lafayette park students must come to school every day prepared, with an umbrella or parka, to walk in the rain. In the event of heavy rain or lightning, the children will remain at school until they can safely walk to the park.

REGARDING AFTER-SCHOOL SPORTS PRACTICES AND GAMES: It is the parents’ responsibility to arrange transportation for their child to and from practices and games. Parents should follow their child's regular dismissal procedures when picking up for practices and games. However, when there is an early team dismissal from school to travel for games, the designated pick up location at that time will be on the basketball courts. The Athletic Director or his designee will supervise the students in this area until they have departed from the school grounds. Coaches and teachers may transport their children only.

Arrival Procedure

PreK-3 (on campus)	Enter the school by driving west on Brevard St. toward Miccosukee Rd. and turning right into the entrance of the Main Office circle making a single lane only.
PreK-4 (Miccosukee Rd)	Enter the PreK-4 building by driving west, toward Leon H.S., on Miccosukee Road and turning right into the first circle entrance.
Kindergarten	Drop-off parking for Kindergarten may ONLY be at the curb/Kindergarten side of the Talaflo Cul-de-Sac. For your child's safety, DO NOT CROSS ANY STREET to bring your child to the Kindergarten porch. Please WAIT for a parking space curbside before leaving your car.
Grades 1-8	<p>Option 1: Enter the school by driving west on Brevard St., toward Miccosukee Rd., and turning right into the entrance of the Main Office circle making a single lane only.</p> <p>Option 2: Enter the school by driving east on Miccosukee Rd. and turning right into the Church parking lot. Your child must exit from the passenger side, proceed toward TMH, and then out of the parking lot as the arrows direct.</p> <p>Option 3: Enter the school by driving west on Brevard, toward Miccosukee Rd., and turning right into the Brevard St. church parking lot. Children may walk up the sidewalk towards the Main Office as the side door to the building is locked.</p>

Dismissal Procedure

PreK-3 - on campus	Same as arrival procedure.
PreK-4- Miccosukee Rd	Same as arrival procedure.
Kindergarten	Enter the school by turning north (right) on Talaflo St. from Brevard Street and go around the cul-de-sac and pick up your Kindergarten student on the side of the street next to the big playground gate. DO NOT PARK —proceed around the street until you reach the kindergarten side of the street <u>next to the playground</u> . Chains will be removed from Kindergarten drive by TCS Staff only (<u>if rainy day dismissal is implemented.</u>) <u>Older siblings</u> of Kindergarten students will be picked up in the Main Office driveway in front of the school.
Grades 1 and 2	Enter the school by driving west on Georgia, then turning right (east) on Miccosukee Rd., toward TMH, turning right into the blacktop area staying in the left lane going around to under the pecan tree, by the picnic tables. On rainy days, there will only be one lane entering from Miccosukee Rd. and your child will be picked up at the brick PE building.
Grades 4 through 8	Enter the school by driving west on Georgia, then turning right (east) on Miccosukee Rd., toward TMH, turning right into the blacktop area staying in the right lane near the sidewalk/covered walkway locating your child there. Once you have picked up your child, follow the traffic pattern as directed, exiting the blacktop area and then exit <u>right only</u> on Miccosukee Rd.
Grade 3, Carpools and Kindergarten Siblings	Enter the school by driving west on Brevard St., toward Miccosukee Rd., looping through Talaflo St. (following the kindergarten pick-up route), then right on Brevard Street, and follow the car line into the entrance of the main office circle making a single lane only!