

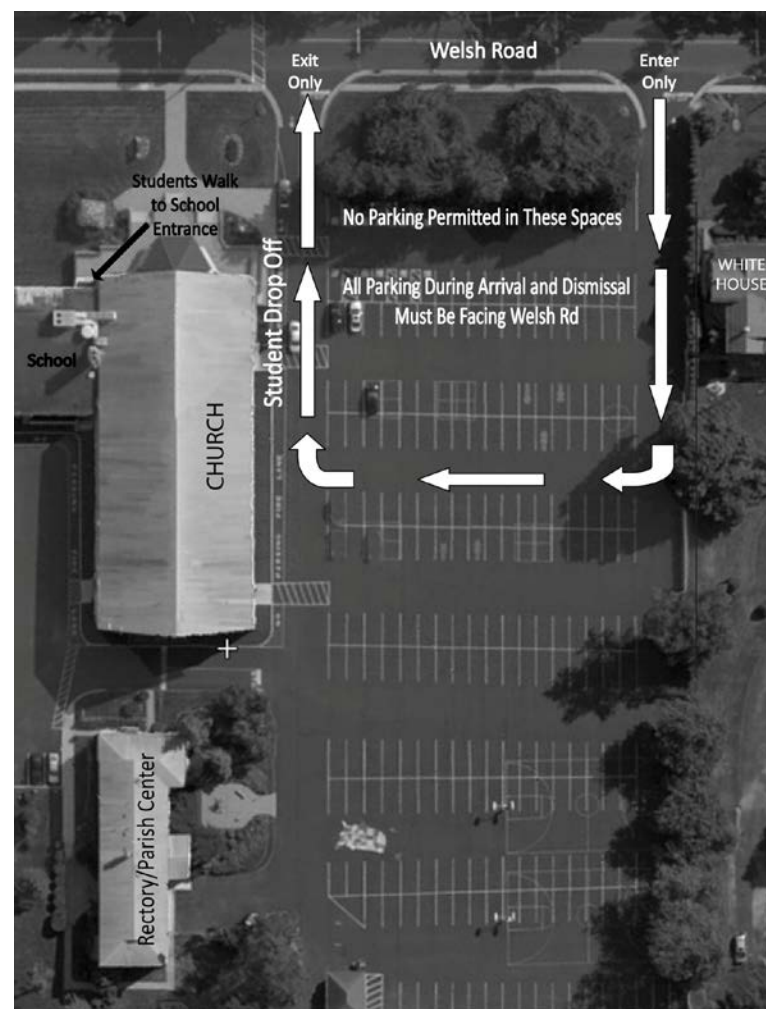
**Saint Albert the Great
Office for Religious Education**

**Quick Reference Guide:
Arrival and Dismissal Procedures for CCD**

We ask that all families comply with the arrival and dismissal procedures established below in order to ensure the safety of students. Please follow the direction of police any officers and those volunteers who are assisting in the parking lot. While Lower Moreland Police Department has made itself available to assist with traffic during arrival and dismissal, they cannot guarantee their presence every week.

ARRIVAL PROCEDURES

- All cars enter the driveway closest to Pine Road (the drive by the white home).
- If you are dropping off your child, please follow the direction of the volunteers and pull your vehicle alongside the church ramp to drop off your child.
- If you are walking your child to the door, please park your car in the marked spaces of the parking lot and proceed to the front entrance of the school.
- Children enter by way of the main entrance to the school building which is located to the right of the church entrance. Volunteers will be on hand to assist students as they arrive. Parents may walk their child to the entrance, but are not permitted to walk their children to class or enter the school building.
- Drop-off or pick-up is not permitted behind the school in the parking lot by the gym. This area is very busy with traffic for various events and practice times for the gym and is only permitted to be used as a drop-off or pick-up area for students with special needs. All families are asked to be respectful of this policy.
- All vehicular traffic is to exit via the driveway closest to the church following drop-off.



DISMISSAL PROCEDURES

- The driveway closest to the Church will be closed during dismissal for the safety of pedestrians walking to their vehicles.
- All cars must enter the driveway closest to Pine Road (the drive by the white home).
- Park your vehicle **FACING WELSH ROAD** in the marked spaces.
- **NO VEHICLES ARE PERMITTED TO PARK ALONG THE SIDE WALKWAY OF CHURCH.**
- Children in Grade 1 will be brought into the vestibule of Church and will be dismissed into the direct custody of a parent or adult authorized to pick them up via the glass doors closest to the parking lot.
- Children in Grade 2 will be brought into the vestibule of Church and will be dismissed into the direct custody of a parent or adult authorized to pick them up via the glass doors closest to the main school entrance.
- All other grades will be dismissed via the main school entrance.
- Parents are permitted to meet their child at the entrance of the school building and escort them to the parking lot. However, parents are not permitted in the school building during or prior to dismissal.
- Parents are asked to make sure that their children know who is picking them up and where to meet them. Remind them not to go home with anyone else and to not start walking home if you are running late.
- If you are running late, your child will be brought back into the school building and remain under the supervision of staff until you arrive. Please report directly to the school building when arriving late to pick up your children.
- Vehicles may exit the school driveway at the far end of the property, or the driveway closest to Pine Rd. The driveway next to the Church will remain closed until all persons have crossed safely into the parking lot, at which time staff will remove the cones and open the drive to vehicular traffic for the remainder of dismissal.

