

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

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

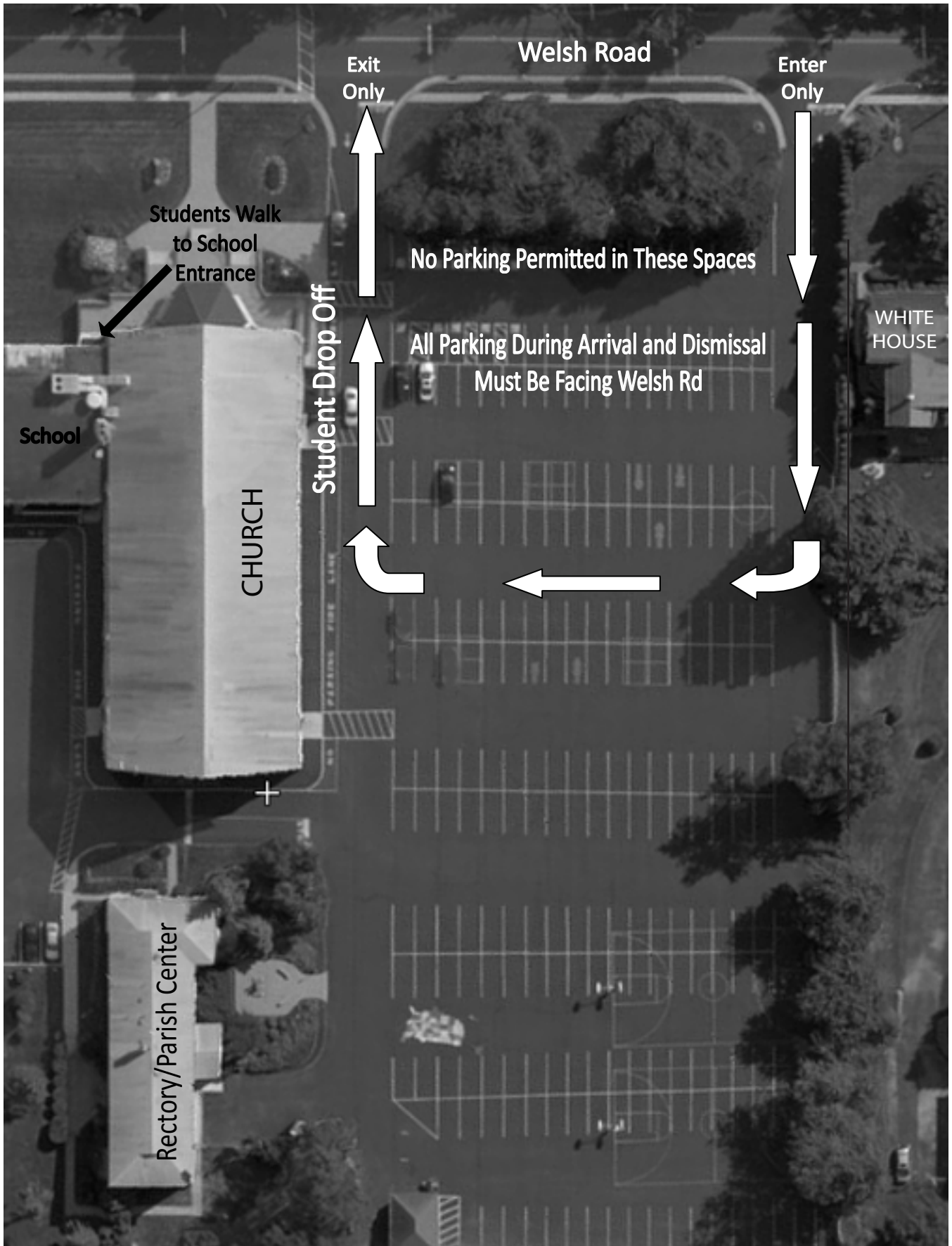
The Lower Moreland Police Department has once again offered their services to us during arrival and dismissal. We ask that all families comply with the arrival and dismissal procedures established below in order to ensure the safety of students. Please follow the direction of police officers and those volunteers who are assisting in the parking lot.

**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 front door of 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 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**

- All cars 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.**
- A police officer will be at the driveway closest to the church to assist with the flow of traffic. All vehicles are to exit by this drive.
- Children will be brought out to the parking lot by volunteers who offered to assist with dismissal. Once all children have crossed the driveway into the parking lot, you will be given the sign that it is safe to leave. Please do not move your vehicle until told to do so. This will ensure the safety of all children and help maintain a safe and orderly dismissal.
- Parents are permitted to meet their child at the entrance of the school building and walk with them in the dismissal line 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.



Welsh Road

Exit Only

Enter Only

Students Walk to School Entrance

No Parking Permitted in These Spaces

All Parking During Arrival and Dismissal Must Be Facing Welsh Rd

WHITE HOUSE

School

CHURCH

Student Drop Off

Rectory/Parish Center

