

OUR LADY'S ACADEMY

PARKING LOT PROCEDURES

*We need everyone to follow these guidelines to ensure the safety of our children.
Please refer to the **Parking Lot Diagram on p. 3** for further clarification.*

MORNING ARRIVAL

During the morning arrival to school, parents/guardians are required to drive into the school parking lot using the entrance closest to the school. Parents are required to then **make an immediate left** and then make a right into one of the parking lanes. Parents must pull into a parking space to let their children off for the day.

- Parents must **not drive in the bus lane** that is located directly in front of the school. **There are no exceptions to this rule.**
- Cars are to move in the parking lot at a speed of not more than 5 mph, being mindful that children will be getting out of their cars to walk to the school's entrance.
- Parents must pull into a parking space **facing the church.**
- Parents should not park behind another car when pulling into a parking spot. The reason for this is to avoid parents having to back up to leave a parking spot. Parents **should not back up for any reason.**
- Parents must **not stop in the middle of a driving lane** let their children out. **There are no exceptions to this rule.**
- Students in Grades 1 through 8 that are bused or driven to school by their parents will enter the main door of the school.
- All Pre-Kindergarten and Kindergarten students will enter the door located at the new wing that houses the early childhood classes. This door will be unlocked from 7:40 to 8:10 a.m. The door will be locked at 8:10 a.m. The same door will re-open at 8:55 a.m. until 9:15 a.m. to accommodate the 9:00 a.m. arrivals.

PARKING DURING THE SCHOOL DAY (8 am–2 pm) AND FOR AFTER-SCHOOL ACTIVITIES (after 3 pm)

Visitors who come into the parking lot during the school day or for after-school activities should follow these procedures:

- **Do not drive in the bus lane** next to the school. The parking spaces that are accessible from the bus lane are reserved for faculty and handicapped persons with a valid handicap license plate or placard.
- Visitors should park in a spot **facing away from the school** and towards the church.

Half of the parking lot closest to the playground is used for recess and after-school activities.

- It is extremely important that **no one drive or park beyond the orange cones and light pole** in the center of the parking lot at any time during the day.

PARKING LOT PROCEDURES (continued)

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AFTERNOON DISMISSAL (BUSES AND PICK-UPS)

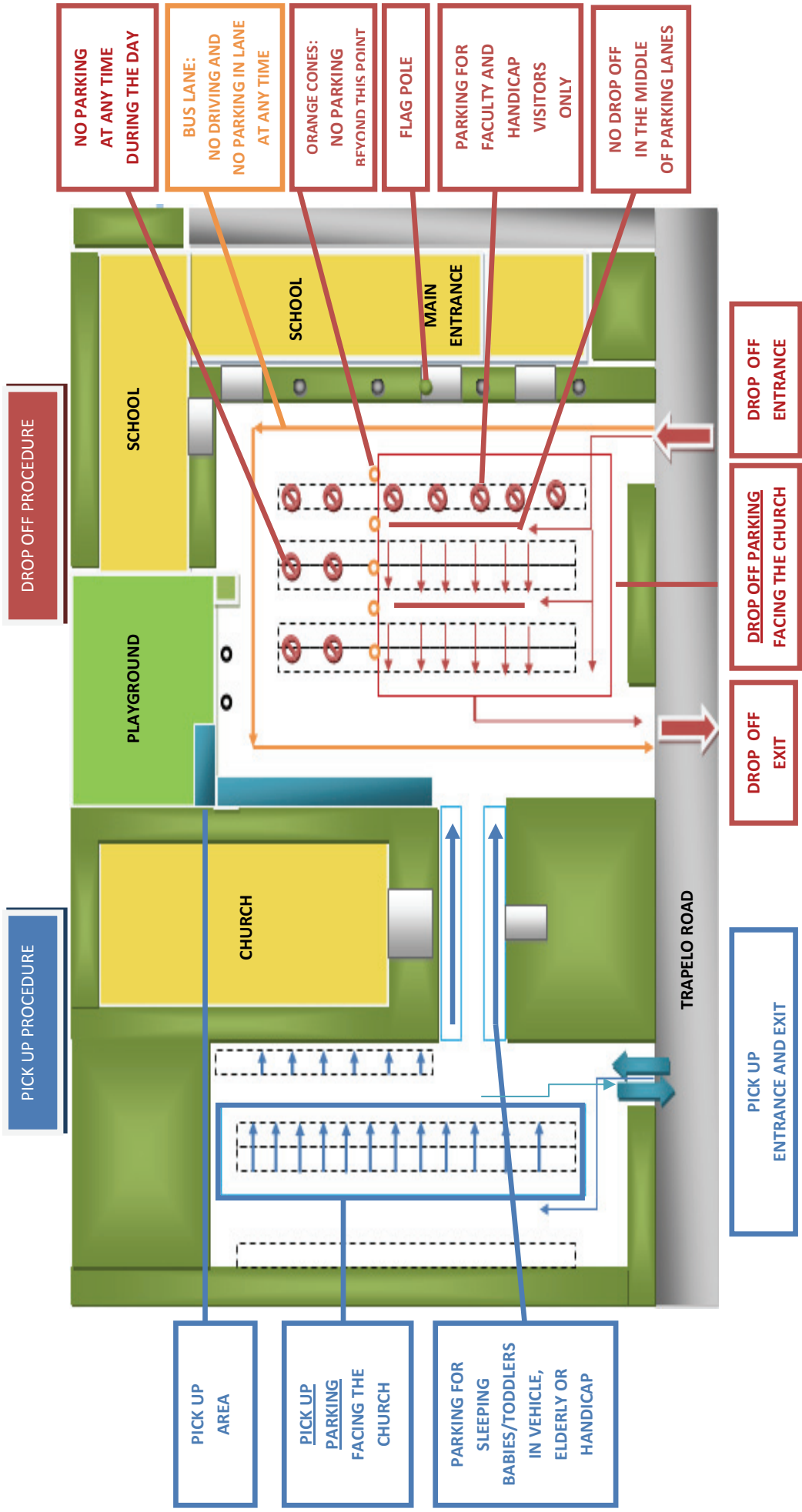
Dismissal for the day is done in an orderly fashion with buses being called first, followed by pick-ups.

- Students who ride buses home will assemble in the connector to the new wing.
- Each bus will be called one by one and the students will file out of the building.
- Each bus will be boarded and begin to leave the school grounds before the next bus is called.

After all the buses have been called and have left the school grounds, “pick-ups” will be called.

- Classroom teachers or their designees will escort the children who are being picked up to the sidewalk and grassy area adjacent to the church, where they will be met by their parents/guardians.
- Parents/guardians **should not** call their children out of line before the teachers have reached the grassy area. Doing so means that the children then walk in the parking lot and in the bus lane. This is dangerous and confusing to other students who are following the rules.
- Parents **must** park in the parking lot on the far side of the church (the lot farthest from the school). Parents are **not allowed to park in the regular parking lot** (the lot closest to the school) **during dismissal time**.
- Parents will meet their children on the sidewalk next to the church. Once the pick-up students are in their cars, **parents must** leave the parking lot by the **exit at the far side of the church**.

Our Lady's Academy Parking Lot Procedures



DROPOFF PROCEDURE

PICK UP PROCEDURE

NO PARKING AT ANY TIME DURING THE DAY

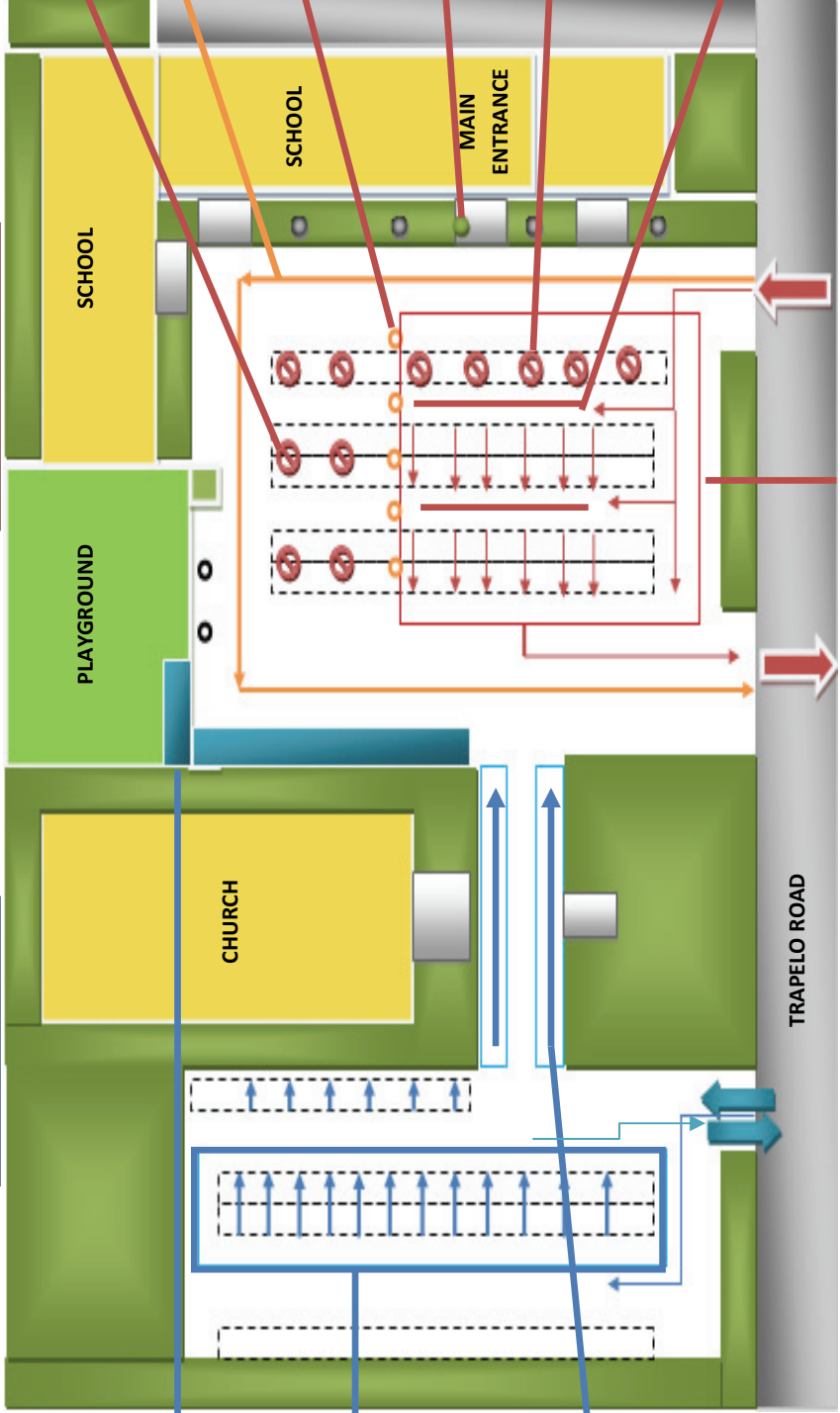
BUS LANE: NO DRIVING AND NO PARKING IN LANE AT ANY TIME

ORANGE CONES: NO PARKING BEYOND THIS POINT

FLAG POLE

PARKING FOR FACULTY AND HANDICAP VISITORS ONLY

NO DROP OFF IN THE MIDDLE OF PARKING LANES



PICK UP AREA

PICK UP PARKING FACING THE CHURCH

PARKING FOR SLEEPING BABIES/TODDLERS IN VEHICLE, ELDERLY OR HANDICAP

PICK UP ENTRANCE AND EXIT

DROP OFF EXIT

DROP OFF PARKING FACING THE CHURCH

DROP OFF ENTRANCE