

Dear Parents, Guardians, and Concerned Adults,

Welcome to St. Catherine of Siena School. In order to safely and efficiently move our nearly 900 students on and off campus each day, we have some policies in place that we would like you to be aware of.

MORNING DROP OFF

- Students in grades 1-7 can enter the school yard at 7:45.
- Students in grades 1-7 who have siblings in PreK3, PreK4, or Kindergarten, can bring their siblings onto the yard with them starting at 7:45.
- There are two points on entry onto the yard:
 - The walk gate on Bonnabel near the Barrett Complex
 - The walk gate on Bonnabel near the Church
- There are two areas on the yard for students to wait for the 8:20 bell to ring:
 - The area in front of the Senior Building will be for students who want to run or play ball
 - The area in front of the Junior Building will be for students who want to sit and talk
- Students may enter the library starting at 8:00.
- Students should not be in any school building before 8:20 unless using the restroom, accessing the library, or attending a conference with parents.
- Students in PreK3, PreK4, and Kindergarten may be dropped off on the Barrett Complex ramp from 8:15-9:00.
- If it is raining during drop off, we ask that parents line up in the parking lot in the same manner as afternoon dismissal.

AFTERNOON DISMISSAL

- On a rainy day, parents may not check students out between 2:45 and 3:25.
- Parents who wish their students to walk home from school should fill out the slip on the bottom of the late page of the Parent-Student Handbook (p. 24 POLICIES SHEET).
- There are two points of exit for students who walk home:
 - The walk gate on Bonnabel near the Barrett Complex (the walkway will be coned off and a teacher will monitor the flow of students)- students should exit this gate and head directly towards Codifer Blvd.
 - The walk gate behind the Senior Building- students should exit this gate and head directly towards Metairie Rd.

Pre-K3 and Pre-K4

- Oldest and only children will be dismissed on the Barrett ramp from 2:50-3:05.
- Any child not picked up by 3:05 will go to aftercare.
- Children who have older siblings will be housed in the cafeteria where they will meet their siblings at 3:30.

Kindergarten

- Oldest and only children will be dismissed on the Barrett ramp from 3:05-3:20
- Any child not picked up by 3:20 will go to aftercare.
- Children who have older siblings will be housed in the cafeteria where they will meet their siblings at 3:30.

Grades 1-3

- At 3:25 the homeroom teacher will walk all students outside through the Junior Building doors closest to the cafeteria.
- If a student in grades 1-3 has any siblings in grades 4-7, they will wait for them in the cafeteria.
- If a student must pick up a younger sibling, they will do so at this time.
- Students without older siblings will be allowed to head to their departure point at this time.

Grades 4-7

- At 3:30 the homeroom teacher will walk all students outside.
- If a student must pick up a younger sibling, they will do so at this time.
- Students without siblings to pick up will be allowed to head to their departure point.

FYI

- Only cars are allowed through the gates on Bonnabel Blvd. NO ONE should walk onto the yard during dismissal.
- Students walking home should leave campus through the two gates open in the morning: the walk gate nearest the church at Bonnabel and the walk gate next to the Barrett Complex.
- Students are NOT to leave campus through the parking lot behind church. Additionally, this is NOT an area where parents should pick up students by car.
- Carpool dismissal ends at 3:50. Any students not picked up by this time will be sent to aftercare.
- We use the same dismissal procedures rain or shine.