



ST. JOSEPH  
CATHOLIC SCHOOL

## PARKING LOT PROTOCOLS & SAFETY

Student safety is a top priority. We move nearly 490 students in and out of the parking lot daily. Thank you all for helping with safety during drop off and pick up.

### Dismissal Notes:

- All other students will remain in line with their teacher until their ride arrives.
- Parents should stay back from the covered play area until they are noticed by your student or teachers.
- Students should always check out with their teacher. Teachers will make eye-contact with the designated adult picking up each child before releasing them.
- Walkers will be directed to a gathering place where they will meet a staff member to supervise their departure.
- Students staying for Extended Care or after-school activities will be directed to another gathering place to meet the supervisor of their activity.

### Parking Lot Reminders:

- Only kindergarten and first grade families should park and walk their child to the exterior doors
- Fifth grade families may drop at the curb in front of Marian Hall. All other drop off for 2nd-4th and 6th-8th should be through the drop-off line
- No left turn as you enter the parking lot (only parishioners may turn left)
- When entering the parking lot, do not split into two lines until after passing the exit line coming from Marian Hall
- Stay off cell phones
- Watch for people walking
- Use the crosswalk to safely cross

### Safety Reminders

- Preschool drop-off and pick-up coincides with the big school. Be cautious in the parking lot.
- All drop-off and pick-up is through the church parking lot off of Andresen. [See Parking Lot Drop-off and pick-up procedures here.](#)
- **NO drop off OR pick up anywhere along Highland Drive. It may seem like a short cut, but it is unsafe and not compliant with our policy**
- Parents and students should not cut through the parish parking lot on Highland
- **Only neighborhood walkers** should enter through the gate on Highland Drive
- If your child is a walker, please [complete the Permission to Walk form on the website](#) and submit it to the school office. **This is for students who walk or bike ONLY**

### General Notes:

- Parishioners arrive for 8:30 morning mass during our drop off. Be patient as they find parking.
- If you park and walk to the dismissal area: stay to the right as you exit the gate and return to your car. DO NOT walk at an angle toward the car lines. Also, be aware of cars pulling out from the south side of the building.
- Drive **SLOWLY** in the parking lot - even if you are running late. Speed is dangerous and saving a few seconds is not worth a potentially serious injury
- No cell phone use while driving
- **Tip #1:** Preschool dismisses at 3:00, which creates more congestion
- **Tip #2:** arrive for pick-up closer to 3:20, the parking lot begins to clear and the line is shorter

For the safety of all, be patient, be considerate, treat others with respect. It is important for behavior to always reflect well on the school and parish. Thank you for working together to make our parking lot as safe as possible.