

## **Saint Vincent School Dismissal Procedures**

All students should be picked up in the A or B parking lot. Parents will not be permitted to pick up students at the school office. If you have a special situation that requires you to pick your child up at the school office you must receive permission from the office.

Lot A is between the school and the cemetery and exits North or South to Auburn Road.  
Lot B is between the spiritual center and church and exits East or West to Wallen Road.

Assignments will be made by rows, two cars per row. If you arrive first, pull forward in the row. All spaces have been assigned to families that pick up students daily. Please do not park in a numbered parking spot unless it is your assigned space.

The parking lot closes 5 minutes prior to dismissal to insure safety. Please relay this information to anyone who may be picking up your child.

**Dismissal at 2:45 - both lots close at 2:40.**

**Dismissal at 11:30 - both lots close at 11:25.**

If the lot is closed when you arrive, go to the late line/lot. **Please** do not go around the cones or past the designated stopping areas. Doing so will jeopardize the safety of the students. Please explain to your child that if you are not in your assigned spot at dismissal to return to the sidewalk in Lot B or Door #9 in Lot A.

Encourage all students to get into their vehicles promptly!!

Teachers will not allow the cars to exit until they see that all of the students are in their vehicles.

Rows nearest the exit will leave first, and the rest follow row by row.

Late line cars will be the last to exit.

If a student has not made it to the car and exiting has begun, you should proceed with your row and enter the late line. The student will be held on the sidewalk until you pull up.

If you arrive in the A late lot please do not allow your child to come to your car. For their safety you may pick them up at the school door.

Direct any questions or concerns that you have to the parking lot committee.

Carpooling is highly encouraged. The fewer cars that we have in the parking lots the faster we will be able to dismiss!

Thank you for all of your cooperation and assistance with these procedures.

Cindy Wagner, HASA Parking Committee Chairperson  
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