

Section 13
Drop off/Pick up

Increased traffic during drop-off and pick-up puts the safety of our children at risk. Please read these instructions carefully and follow the rules – even when you are late or in a hurry. You are required to sign a Traffic Drop-Off/Pick-Up Procedures Agreement in the handbook. These instructions are posted on the Holy Trinity website (<http://www.holytrinitysp.org/School> Quick Links/Forms & Documents) so that you can share it with family members or friends that may be picking up your child(ren). Thank you for remembering that the safety of our children is all of our responsibility.

Traffic Drop-Off/Pick-Up General Procedure

We use the Main Yard on Santa Cruz Street and the lot on Walker Street for drop-off and pick-up. **The Sepulveda Lot is only used for parking.** If you park in the Sepulveda Lot, you must walk to the Main School Yard to drop off or pick up your children. The diagram on the following page illustrates where you can drive through and park before and after school hours.

All students must be picked up in the Santa Cruz Yard or Walker Street Lot unless they are walkers with written permission. Parents may park and walk into the Main Yard through the alley or the gathering area of the church to pick up their child(ren). If parents pick up their students at the church gathering area, parents must come to the top of the stairs or lunch benches. Students will not be allowed to leave their line area until their parent is at the top of the stairs and visible to the teacher on duty. All foot traffic must leave the yard through the alley or the gathering area, **NEVER THROUGH TRAFFIC GATES.**

Morning Drop-Off : 7:35am – 7:50am (1st -8th grade) K is 7:45 am to 8:00 am

The school does not provide supervision before 7:35am or after 3:30pm. Any student on the yard before 7:35am or after 3:30pm will be checked into the Before/After School program and parents will be charged a \$10.00 drop-in fee.

Students may be dropped off beginning at 7:35am. Drivers must enter both lots by way of a right turn. Pull up as far as possible toward the exit gate – there is only one line of cars. Students are to exit the car on the passenger side and the driver leaves the yard making a right turn onto the street. Please do not exit making a left hand turn.

NO FOOT TRAFFIC DURING SCHOOL HOURS signs are posted at the Santa Cruz yard entrance. Please do not walk your children through the entrance or exit to the yard during drop-off.

Kindergarten students are dropped off on Sepulveda Street in front of the Kindergarten. Cars are to pull up, and staff members will help the children out of the car and into the gated yard. There is NO PARKING in this area. If you wish to walk your child in, you must park in the Sepulveda Lot or on the street.

Grades 1-4 must be dropped off in the Main Yard or walked onto the school grounds.

Grades 5-8 may be dropped off in the Walker Street Lot. Enter the lot by taking a right turn only. Do not make left turns into the lot from Walker Street. There is no parking on

Walker Street during drop-off. Line up along the curb until it is your turn to enter the lot and pull forward as space becomes available. This allows cars to pass on your left on Walker Street.

The gate to the main yard closes at 7:50am. If you are in line for drop-off, you must park at a curb before letting your child(ren) out of your car. Do not allow children to exit from your car if you are double parked on Santa Cruz.

Afternoon Pick-up: 3:00 – 3:30pm

Any car waiting in the street to enter the yard is subject to a traffic ticket. Cars are not allowed to stop in the street without moving. **DO NOT ARRIVE BEFORE 3PM, AS THE YARD IS CLOSED.**

All cars must enter the Main Yard to pick up students by entering through the first gate on Santa Cruz by making a right hand turn only. Please stay inside the cones for students' safety. Pull as far to the top of the yard as traffic will allow. Students will only be permitted to get into the cars at the top of the yard. After the car is loaded, the car will be permitted to pass waiting cars on the left. Please do not yell or honk for students. Parents are asked to comply with the instructions given by faculty members who will be assisting with the loading process. Cars will exit the main yard by making a right hand turn only onto Santa Cruz Street. Please do not make a left hand turn. Do not block the driveways of residents or the alley when in line. 'NO FOOT TRAFFIC DURING SCHOOL HOURS' signs are posted at the yard entrance. Please do not walk your children through the entrance or exit to the yard during pick-up.

DO NOT DOUBLE PARK, PARK ACROSS THE STREET FROM THE MAIN YARD, PARK IN A CROSS WALK, OR PARK IN A RED ZONE. Do not ask your children to walk to your car at a designated spot. If you are parking on the street or in the Sepulveda Lot, you must walk to the main yard to pick up your children.

Kindergarten students are picked up at the kindergarten yard at 2:45 pm. Students going to Day Care will be walked to the program by classroom aide.

Grades 1-3 teachers walk their students to the main yard and all students must be picked up there. Please do not take your child out of line before the class stops at their designated spot on the main yard.

Grades 4, 5 and 8 are picked up in the Walker Street Lot. Enter the lot by taking a right turn only. Do not make left turns into the lot from Walker Street. There is no parking in front of the church on Walker Street during pick-up. Line up along the curb until it is your turn to enter the lot and pull forward as space becomes available. This allows cars to pass on your left on Walker Street. Exit the lot via a right turn onto Walker Street.

- Do not make left turns onto Walker when exiting the lot.
- Do not double park, park across the street from the Sepulveda lot, park in a cross walk, or park in a red zone.
- Do not ask your children to walk to your car at a designated spot.

Grades 6-7 are picked up in the Main Yard beginning at 3:15pm. Please do not arrive before 3:15pm for Middle School students, as cars will not be allowed to wait in the yard. If you are picking up a younger child and a Middle School student, pick up the younger child first, exit the yard, and circle the block to re-enter the main yard, or younger siblings may stay on the main yard with their teacher until Middle School dismisses. Teachers are in the main yard until 3:30pm (2:20pm on Wednesdays).

Rainy Day Procedures

For rainy days, drop-off procedures do not change. Children will enter the building and walk directly to their classrooms instead of lining up on the main yard.

All students must be picked up in the main yard when it rains. You may follow the standard pick-up procedures for driving through the main yard or park on the street and walk into the building to pick up your child(ren). Please drive slow and carefully.

Commercial Transportation Service

If a parent chooses to have a commercial service pick up their child, a release must be provided. A Permission Form and Release form is in the handbook. All directives must be followed.