



**Arrival Procedures**

- Each morning families with students in grades K-8 will receive a daily text and email with a link to a Google Form “Wellness Check” survey which parents will be required to submit on behalf for **EACH** child. This text and email will be sent out automatically from our parent notification system at 5:00am each morning
- Families are alphabetically assigned to a rotating time slot to drop-off their child each morning. These time slots are as follows: 7:40am, 7:50am, 8:00am and 8:10am.
- If families/carpools arrive prior to their assigned time slot, they are to use the off-campus waiting area which is located in the church parking lot.
- There will be a faculty member present in the St. Ursula Church (church) lot to direct you through the waiting line. This faculty member will release the cars at the assigned drop-off times of 7:40am, 7:50am, 8:00am & 8:10am.
- Families who drop their children off in the church parking lot are asked to pull into the lot and turn right at the garage (St. Vincent de Paul Pantry). Once you are behind the church, you may park there and walk your child along the pathway between the back of the garage (on your right) and the church (on your left).
- Once on Harford Road, the Baltimore County Crossing Guards will be able to assist your child as they walk down to the school. Families who “drop and go” are to exit the church parking lot through the exit that leads to Putty Hill Avenue.
- As part of the morning drop-off procedures, all vehicles will enter **MANN'S AVENUE** as the arrival route for the the traffic queue that will lead you to the school’s drop-off location. Vehicles driving south on Harford will turn **RIGHT on MANN'S AVENUE** and the vehicles driving north on Harford Road will turn **LEFT on MANN'S AVENUE**. Please note that this route is different from years past as families would have previously entered campus by way of Neifeld Avenue.
- Families with Pre-K students will turn left into the drive through lane positioned alongside the school building. Once there, Pre-K families will be stopped and asked to take the temperature of their child in front of the faculty member. Pre-K students may not enter the building with a temperature above 100.3 degrees.
- Pre-K families who carpool with students in other grades will drop off all of their children in this area.
- All families WHO DO NOT HAVE A PRE-K STUDENT in their family or carpool will continue driving **WEST on MANN'S AVENUE** and then take a **LEFT on AURELIA AVENUE**. At the end of this road, all vehicles will take a **LEFT on NEIFELD AVENUE**. Then almost immediately, you will take a **RIGHT into the ST. JOHN'S PARKING LOT**. From there you will follow the cones that will lead you to the student drop-off zone.
- Faculty members will be positioned within the student drop-off zone and will open the door to your vehicle. **STUDENTS ARE NOT PERMITTED TO EXIT THE VEHICLE UNTIL THE FACULTY MEMBER HAS OPENED THE CAR DOOR.**
- Vehicles from the Pre-K entrance zone as well as the vehicles positioned in the St. John’s drop-off zone are not permitted to exit onto Neifeld Avenue until at which time the Faculty Crossing Guard directs the release of the vehicles.
- All vehicles exiting the parking lot are only able to turn **RIGHT onto HARFORD** (by way of Neifeld Avenue or the St. John’s ramp that is located prior to arriving at the Harford Road light).
- Please note on the provided map that all students are assigned to a particular doorway entrance (based on grade level).

DROP OFF DAYS & TIMES					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:40 a.m.	A – Dr	Du – La	Le – Sc	Se – Z	A – Dr
7:50 a.m.	Du – La	Le – Sc	Se – Z	A – Dr	Du – La
8:00 a.m.	Le – Sc	Se – Z	A – Dr	Du – La	Le – Sc
8:10 a.m.	Se – Z	A – Dr	Du – La	Le – Sc	Se – Z

**Dismissal Procedures**

- On regular dismissal days, families are alphabetically assigned to a rotating time slot to pick-up their child each afternoon. These time slots are as follows: 2:40pm, 2:50pm, 3:00pm and 3:10pm.
- On an all school early dismissal day, families are alphabetically assigned to a rotating time slot to pick-up their child each afternoon. These time slots are as follows: 12:00pm, 12:10pm, 12:20pm and 12:30pm.
- If families/carpools arrive prior to their assigned time slot, they are to use the off-campus waiting area which is located in the church parking lot.
- Baltimore County Crossing Guards will be available each afternoon to assist those students who will be crossing Harford Road to either walk home or to meet their family/carpool in the St. Ursula church parking lot.
- Families who will be meeting their child in the St. Ursula Church (church) parking lot are asked to pull into the lot and turn right at the garage (St. Vincent de Paul Pantry). Once you are behind the church, you may park there and wait for your child along the pathway between the back of the garage (on your right) and the church (on your left).
- There will be a faculty member present in the church lot to direct you through the waiting line. This faculty member will release the cars at the assigned pick-up times of 2:40pm, 2:50pm, 3:00pm and 3:10pm (on regular dismissal days) or at the assigned pick-up times of 12:00pm, 12:10pm, 12:20pm and 12:30pm (on early dismissal days).
- As part of the afternoon pick-up procedures, all vehicles will enter MANN'S AVENUE as the arrival route for the the traffic queue that will lead you to the school's pick-up location. Vehicles driving south on Harford will turn RIGHT on MANN'S AVENUE and the vehicles driving north on Harford Road will turn LEFT on MANN'S AVENUE. Please note that this route is different from years past as families would have previously entered campus by way of Neifeld Avenue.
- All families will continue driving WEST on MANN'S AVENUE and then take a LEFT on AURELIA AVENUE. At the end of this road, all vehicles will take a LEFT on NEIFELD AVENUE. Then almost immediately, you will take a RIGHT into the ST. JOHN'S PARKING LOT. From there you will follow the cones that will lead you to the student drop-off zone.
- Once families have entered the St. John's parking lot, please drive toward the fence line and then turn left and travel as far as you can in order to fill in the stadium style parking lanes with your vehicle facing toward the basketball hoops. Please park right to left by beginning to fill in the parking lanes closest to St. John's church first.
- The student dismissal groups will gather by the basketball hoops and will be released by the assigned faculty Crossing Guard Team.
- **NO VEHICLES WILL BE PERMITTED TO EXIT FROM THE ST. JOHN'S PARKING LOT UNTIL AT WHICH TIME THE FACULTY CROSSING GUARD DIRECTS THE RELEASE OF VEHICLES.**
- Vehicles exiting the pick-up queue that plan to travel north on Harford Road are required to turn left at the stoplight at the end of Neifeld Avenue.
- Vehicles exiting the pick-up queue that plan to travel south on Harford Road are required to turn right by way of the St. John's ramp that is located prior to arriving at the stoplight at the end of Neifeld Avenue.
- Please note on the provided map that all students are assigned to exit a particular doorway entrance (based on grade level).

PICK UP DAYS & TIMES					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2:40 p.m.	A – Dr	Du – La	Le – Sc	Se – Z	A – Dr
2:50 p.m.	Du – La	Le – Sc	Se – Z	A – Dr	Du – La
3:00 p.m.	Le – Sc	Se – Z	A – Dr	Du – La	Le – Sc
3:10 p.m.	Se – Z	A – Dr	Du – La	Le – Sc	Se – Z