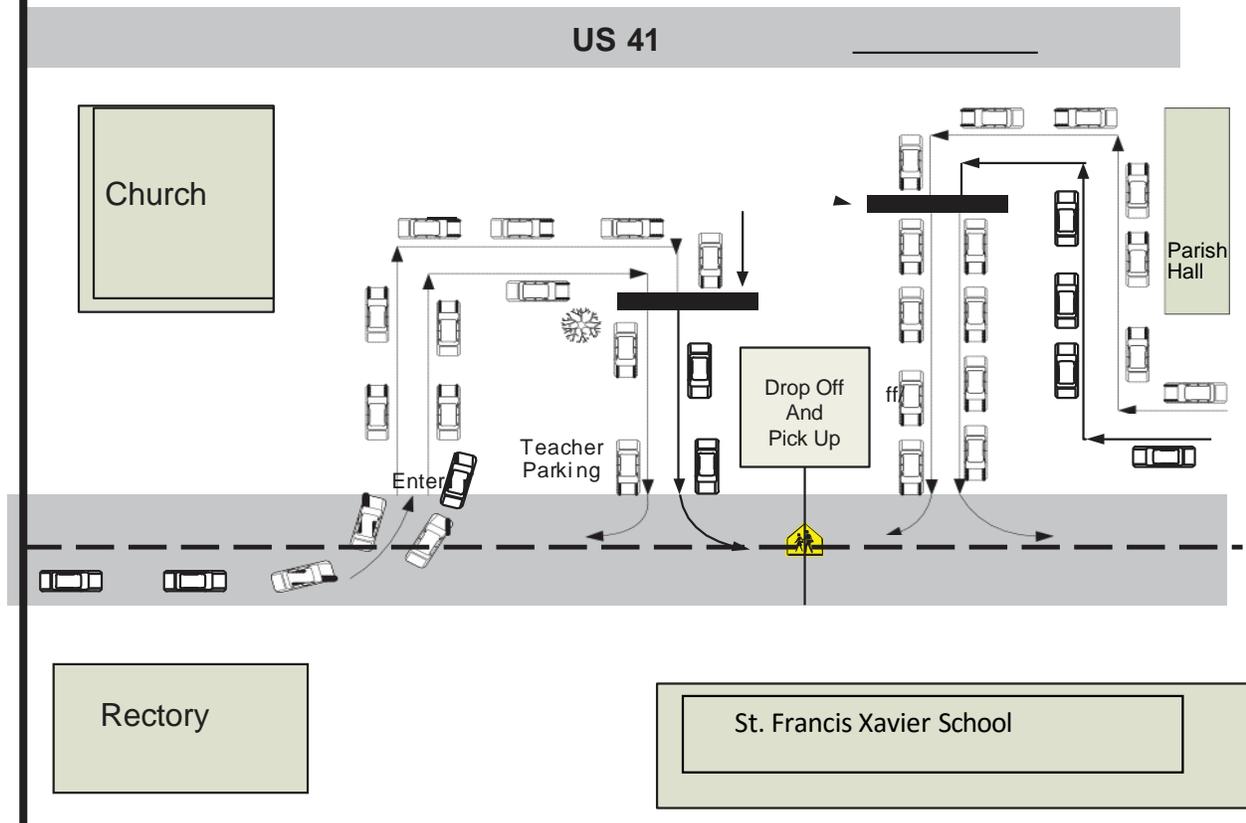


Heitman Street Transportation By Car – AM and PM



HEITMAN STREET MORNING AND AFTERNOON PROCEDURES:

1. **If you are coming from Victoria Avenue**, enter the driveway by the back of the church. **If you are coming from Martin Luther King Blvd.**, enter the driveway in front of the parish hall. Form two lines and drive to the drop-off area.
2. **For morning drop-off***, children will exit cars after the three-whistle signal and proceed to the center of the parking lot. They are then to cross the street at the crossing guard and enter the school. Do not let children out of the car until the Parent-on-Patrol or staff member blows the whistle three times.
3. **For afternoon pick-up***, children will go to their cars after the three-whistle signal. The signal to depart from the parking lot (two whistles) will not be given until the children and parents or guardians are in their cars and give the thumbs-up signal to the staff member directing traffic. Please note that the car lanes will be directed to exit the lot as shown on the above diagram.

***Note:** A blue line has been painted on both the church side and parish hall side of the Heitman Street parking lot. Please wait until your car has moved up past this line before unloading children in the morning or loading children into your car in the afternoon.

COTTAGE STREET CARLINE PROCEDURES

This car line is for Grades 6-8 students and their carpools only. All other carpools must use the Heitman Street car line.

Morning Drop-off (Grades 6-8 & carpools)

The first car in line should pull up to the short post near the sidewalk by the gym building. Cars in line from that post to the first blue house may unload students at one time. For safety reasons, students must exit cars onto the sidewalk, never onto Cottage Street. After all student passengers have exited their car, the driver may carefully pull away and continue down Cottage Street toward Victoria Avenue. The next line of cars then pulls up to the short post.

Afternoon Pick-up (Grades 6-8 & carpools)

Please display in your windshield the name(s) of all students you're picking up. As cars pull up, the teacher or staff person on duty will call out these names to the waiting students. The first car in line must pull all the way up to the second driveway by the St. Francis Villa (beyond our gym building). This allows more cars to line up on Cottage Street from Martin Luther King Blvd. where there is usually very heavy afternoon traffic. When students hear their name(s), they walk down the sidewalk to their car. Please continue to pull up toward the second driveway of the Villa and your carpool will walk up to meet you. We must keep the traffic flow moving off of MLK and onto Cottage Street.

COTTAGE STREET RAINY DAY DISMISSAL

If there is lightning at dismissal time, Cottage Street carpools will be dismissed from inside the gym through the door leading onto Cottage Street. After the teacher or staff person on duty has called your carpool name(s), please continue to pull up to the second driveway by the Villa. Your carpool student(s) will walk up to meet you.



Following these procedures will help to keep our children safe. Also, please remember that we adults are the models for our children's behavior in teaching them how to BE LIKE CHRIST.