

## DROP OFF AND PICKUP INFORMATION

### MORNING DROP OFF/AFTERNOON PICK UP

#### Early Childhood Center:

#### Nursery School

Arrival: The teachers will greet you and your child at the *back door* entrance between 7:45a.m. - 8:00a.m. A teacher will then escort the children to their classroom for check in. Drop off is a good time to relay any relevant information about your child to the teacher.

Dismissal: Students will be dismissed directly to their parents or guardians from the *back door* at 2:00p.m. Only those authorized in writing by a parent or guardian may pick up a child at this time. Your child's teacher must be notified if someone other than a parent is picking up your child. This person will be asked to show a license. Under NO circumstances will a child be given to anyone who is not listed on the *Authorization For Release* form. Please be sure to list any person you think may have to pick up your child from the school at any time. This includes friends and anyone you may be carpooling with as well.

#### KI Program Drop off and pick up:

Drop Off: Parents are asked to drive up Church Street and stop at the driveway of the school.

There is no parking on Church Street for drop off. You may drive up on Church Street and a School Patrol Safety Person will be on duty to greet your child and to help expedite traffic up Church Street. Once your child is dropped off, he/she will be assisted by additional Safety Patrol Students. These Patrol students will escort your child to the schoolyard in the back where the teacher on duty will watch the children until the bell rings.

Cefalo Road (behind the Early Childhood Center) is a private way and we understand how difficult it is to find a parking spot. **However, under no circumstances will anyone be allowed to park on this road.**

In light of these procedures and our desire to keep all of the children safe, you must park on Centre Street for any school related activities. This policy will be strictly enforced. Please adhere to the NO PARKING signs in the front of the Early Childhood Center. Please park legally and not in the driveways of the local residents. Cars will be towed if you do not adhere to these important parking regulations. It is important that these rules are adhered to so we may provide your child with the safest possible environment and a smooth transition both in the morning and afternoon. Please advise any other family member or friend who helps with car-pooling of this "Drop Off Policy".

Pick up: At pick, up Nursery School will be dismissed from the back door of the Early Childhood Center. KI students are dismissed from the front door of the Early Childhood Center. Parking regulations remain the same.

### **Main School:**

For the safety of our students, no one at any time is allowed to drive into the schoolyard. Drop off in the morning can be on the West Roxbury Parkway (Do Not Block the School Driveway) or up the pathway by Finn Hall. Monitors/adult volunteers will be located by Parish Hall to help and assist your child/ren getting out of cars. Please have your children ready and have good-byes said prior to your stop. Do not try to park near Parish Hall or wait until your child/ren get into line. With the help of monitors and adult volunteers, drop-off should be easy and quick to help the flow of traffic. NEVER try to back up or park near Parish Hall. As a courtesy to our neighbors, please never block or park in their driveways. Do not use the rectory parking area/driveway as a short cut.

**Please note that a solid yellow line on sidewalk curbs indicate NO PARKING. For the safety of our children, bikes are not allowed on the school grounds.**

### **SCHOOL BUS TRANSPORTATION CITY OF BOSTON**

Transportation is provided by the City of Boston for Boston residents in the West Zone living one mile from the school. Request forms are available in the Holy Name Parish School office.

### ***Transportation cancelation/Inclement Weather***

If the Boston Public Schools are closed due to inclement weather, there will be no transportation provided to Holy Name Parish School. In the event the Boston Public Schools announce a delayed opening, all transportation services will run according to the delayed schedule. Boston Public Schools will only provide transportation to Holy Name Parish School on days that the Public Schools are in session.

*There is no bus service on half days.*