

ST PATRICK PARKING AND PM CARPOOL PROCEDURES (refer to diagram)

General

The upper parking lot is divided into three zones. The “non carpool” area will be used for all vehicles not participating in the PM carpool and is open all day. The “main carpool” area is closed to traffic until carpool begins and should be used only if you plan to participate in the carpool student pickup. The “flex” area is for those who have business at the school prior to carpool start and may or may not need to leave during carpool dismissal.

Entry

The main carpool lot opens at 1:15pm or 30 minutes prior to scheduled dismissal (whichever is earlier). Enter as depicted; if entry cones are still in place, you may move them at designated time. Early arrivals start filling line 1A by backing into slots beginning at island. After line 1A is filled, park in line 1 until full then line 2. Do not overfill past the last parking slots. Park in line 3 as depicted until it is full, and then fill line 4. Fill lines 5 then 6. **All parking should begin at the cone line and work back until each line is filled in order.** Parking will stop when the last bus leaves, and the lot will close. **Do not enter through the cone line.** At 2:40pm or 5 minutes prior to students exiting, the “flex” zone becomes a vehicle non-movement area until carpool dismissal. Line 6A is only for arrivals who do not wish to depart at dismissal.

Exit

Carpool will dismiss after all students are safely in their vehicles. Please help your child locate your car. **Lines will depart beginning with vehicles closest to the “yellow line” until entire row has exited.** The order for dismissal is 1, 1A, 2, 3, 4, 5, 6. Be very vigilant for any children. Do not leave your vehicle unattended in a position that will block traffic. Cars in the flex zone wishing to depart should be parked appropriately to leave in order with their line.

2nd Wave

Enter when directed and fill lines 1 then 2 beginning at “yellow line”. Fill line 3 as directed then lines 5 and 6. Exit procedures stay the same; the dismissal order is 1, 2, 3, 5, 6.

Inclement Weather

Carpool students will be dismissed in the first wave as usual so long as weather situation is not dangerous. Parents should meet younger kids at dismissal point. 1st wave will exit as normal. Remaining students will be held in Schindler Hall until 2nd wave parking has filled. K-3 will be released first from main school entry followed by older students once area has cleared. Finding your children and getting back to your car promptly will greatly speed up this procedure.

Special Situations

School Mass—if you want to attend Mass and then leave with the normal carpool flow, park in the main lot, line 1A until it’s full then line 1, line 2 etc. If you do not want to participate in carpool, park anywhere outside the cone line and leave by 2:40 pm.

Holy Days - School staff will park in lower lot to free up more space, park as per school Mass procedure above.

Early departure -- Coordinate with school office to arrange early pick up of your child. Park in area outside cone line and depart prior to 2:40 pm.

School Party Days - Recess will end at 12:15 pm and main lot will be available for volunteers. Park in line 1A until full then line 1, line 2 etc. You must be able to depart at normal carpool time, otherwise park appropriately in the flex zone.

Helpful Tips

BE SAFE ** Do not worry about precisely parking in the slots ** Brief your kids in which wave you'll be arriving ** Always fill the lines in order ** Don't leave your car unattended ** Do not enter main lot via the cone line ** Don't circumvent the procedures for your own gain ** Ask someone if you have a question ** Be kind, courteous and patient ** Take ownership

