

SVMS DROP OFF and PICK UP

August 30, 2020

Dear Parents,

The safety and well-being of our children is every parent's primary goal. St. Vincent Martyr School shares in this goal and encourages each of you to work with us by reading the guidelines listed below for drop off and pick up. Please be open to this experience and work with us as we proceed. We will make any needed adjustments after we observe it in action.

- **Learn the procedure**-Everyone dropping off or picking up their children from school has the responsibility to know the procedures. Review the attached map and your scheduled time for pick up and drop off. Please observe all official signs and instructions by the parking lot monitors during drop off and pick up.
- **Use only designated drop off locations**-For morning drop off only all pre-school families will be using the driveway of the ministry center on Green Village Road to drop off (Area C on the map). All other families will be using the bottom parking lot driveway on Wilmer Street (Area A on the map). Mid-day pick up and drop off for pre-school will be using the driveway closest to the church on Wilmer Street (Area B on the map). Parents are to always remain in their vehicle during morning drop off and pick up. Please be attentive to the traffic flow by not using cell phones, writing notes, signing papers, etc. During drop off/pick up all children must only exit/enter their cars on the right side.
- **Drop off times for families**-Drop off time for all pre-school families is at 8:00 am. All families with last names beginning with the letters "A" through "I" is also at 8:00 am. All families with last names beginning with the letters "J" through "Q" is at 8:10 am. All families with last names beginning with the letters "R" through "Z" is at 8:20 am. Afternoon pre-school families drop off is at 12:00 noon. Children are to remain in their vehicles until the temperature of all children is taken. Any child in the vehicle who registers a fever of 100 degrees or higher will need to go home. This will include all other students in that vehicle.
- **Pick up times for families**-Morning pre-school pick up is at 11:15 am. All families (K-8) whose last names begin with the letters "A" through "L" is at 2:30 pm. All families (K-8) whose last names begin with the letters "M" through "Z" is at 2:45pm. All afternoon pre-school families pick up time is at 3:00 pm. All vehicles must have the attached form, filled in with a black sharpie marker, placed on the right side of your windshield.
- **Walking to and from school**-Families who are walking to school are to proceed to the door on Green Village Road (walkway with the statue) standing 6 feet apart at the designated spaces. Temperatures will be taken at the door. The same procedure will be followed if a temperature of 100 degrees or higher is

registered. All walkers must be accompanied by a parent/caregiver each morning. Once your child (children) enters the building, parents/caregivers are to leave the area immediately. All walkers will be dismissed at 2:45 pm at the same door as in the morning to their family member(s) who are waiting at the designated spots. Once dismissed we ask that you walk home immediately. If a parent grants permission for a child to walk without their parent or caregiver from school a walking home waiver form must be submitted to the school. Without this form on file a student will not be released to walk home. The walking waiver form is located on line. **At this time riding bikes to and from school is not allowed.**

- **Do not park across the street from any of the drop off locations**-Parents are to always remain in your vehicle during drop off and pick up if driving your children to school by way of the carline. A parent is never to cross their children to or from the walking door on Green Village Road or any other street.
- **Allow extra time** – Everyone is very busy, but that is not an excuse to put our students' safety at risk – allow time for drop off and pick up. Just a few minutes can make a great difference in helping to make the traffic circulation more efficient for everyone. There will be a designated emergency lane in the event it is needed however, we ask everyone to remain in the carline until the car in front of you moves forward.
- **Be courteous and respectful of neighbors** – you can reduce the traffic and parking impact on residents living near a school drop off location by following all procedures, and by being sure to never park in front of driveways.
- **Get involved**-become a school volunteer to assist with the monitoring of the traffic flow during drop off and pick up. Please contact Miss Gisoldi at agisoldi@svmsnj.org if you are available to assist.
- **Carpooling**-Driving only your family members to and from school due to the pandemic is important in keeping everyone safe. However, if carpooling is needed please make sure the attached form is visible in your windshield and updated each day with the additional family/student name(s).

In closing, I would like to recognize in gratitude and in appreciation Mrs. Melissa Williams, one of our school parents, for all of her assistance in designing this plan. Her expertise and knowledge was so helpful to me and to the entire pandemic team. In advance, I also thank each of you for your patience, flexibility, and cooperation in following our new drop off/pick up procedure. Together let us continue to work together to stay safe and to keep SVMS strong in Christ.

Sincerely,
Miss Anne Marie Gisoldi
Vice-Principal